TECHNICAL EDUCATION DATA SYSTEM

TEDS 3
USER MANUAL

VERSION 1.2.3

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KENTUCKY EDUCATION AND WORKFORCE DEVELOPMENT CABINET

DEPARTMENT FOR WORKFORCE INVESTMENT

OFFICE OF CAREER AND TECHNICAL EDUCATION

FEDERAL PROGRAMS BRANCH

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Chapter 1 OVERVIEW

General Information

The Technical Education Database System (TEDS) is the official repository of student data for all career/technical programs taught in Kentucky. Universities, community and technical colleges, state-operated area technology centers, locally owned area technology centers, high schools and middle schools report technical program student data to TEDS.

The TEDS system uses a central database that is accessed via the Internet from workstations throughout the state. In this design, system changes are made to the business application that resides on a single, central server. The updates are immediately available to any authorized user regardless of the location of the workstation. The database is designed with the needs of all of the various users in mind.

Data from TEDS is used for program assessment and improvement, budgeting and accountability at the state and federal levels.

Each option from the navigation tree at the side of the TEDS main screen is a chapter in the TEDS 3 Users Manual. Each screen available under that option is a subsection within the individual chapters. Table values are listed and explanations given when appropriate. Fields required for only a particular group of schools, such as the state-operated area technology centers, but not required for other schools such as the technical colleges are noted. Data fields that are required to save the record have an asterisk (*) beside them.

1Data Entry

Data is input both manually and via a data import process into the database using an online, interactive Windows-based environment connected directly to the main database server in Frankfort. The data is immediately available for viewing, editing or reporting. Reports can be generated on demand and printed at the local school.

In order to use the import process, the school generates an ASCII file of student information in the required format. The file consists of two record types for demographic and enrollment data. This export file is sent to TEDS via a web interface. The interface has two modes of operation. The user may submit the files for test or for update. The system requires that a test run be made before the file can be accepted for update. The test mode allows the user to make a test run against the TEDS data to see how TEDS will handle the records.

The update process requires a large amount of the system resources. Users experience a significantly reduced response time when working with TEDS if the update process is run during the business day. To minimize the conflict, schools will submit their files for update during the business day and the update process will then run during the night. The school may view the results of the update process the next day.

2System Messages

The System Administrators may post messages to the 'System Messages' portion of the main TEDS 3 screen. The message would be displayed whenever the user signs on to TEDS 3. Each message will have a beginning and end date to its posting.   Examples of 'System Messages' that may be displayed include reminders of upcoming deadlines, notices of down times for system maintenance, or any information that is pertinent to the schools' use of TEDS 3.

The 'System Messages' option is displayed on the main TEDS 3 screen immediately after the user signs on. Click on the 'System Messages' link at the top of the current screen to return to the 'System Messages' that are displayed.

3Theme

The fonts and colors used on the screens in TEDS 3 may be selected by the user. The 'Theme' option is located in the upper right corner of TEDS.

To change the colors of the 'Theme', select the desired 'Theme' from the drop-down box.

- Choices in the drop-down box include:

- Basic – The background is white and uses black and dark blue fonts.

- Elegant – The background behind the navigation tree and the banner area are light gray. The fonts are black and dark blue.

- Lemon - The background behind the navigation tree and the banner area are gradient shades of yellow. The fonts are black and dark blue.

Chapter 2 SYSTEM SECURITY

Data Confidentiality

The data entered into the TEDS System has several layers of security. Every user must be entered into the User Security table and assigned a login name by the System Security Administrator before they can have access to the system. Each user must supply a password upon login. The User Security table in TEDS tracks which users are assigned to specific schools.

TEDS administrators at a school may view, change or print data from the school to which they have been assigned. TEDS administrators may **not** view, change or print data from any school other than their own. In other words, no one has access to a school's confidential or program data except the personnel from that school. The only exception to this rule is at the State level. The TEDS Administrators in Central Office have access to all data entered into the TEDS System for support purposes. TEDS Administrators can also print reports that reflect statewide data rather than individual school data. If someone works with more than one school, he/she will have access to each school's data. For example, a district technology coordinator for the Department of Education may work with six schools and have access to each of those schools.

Password Usage

Users must refuse all offers by software to 'remember' their password on their computers so that they can automatically log in the next time.

To prevent individuals from attempting to log in with userids by guessing passwords, accounts will be locked after three (3) consecutive invalid log in attempts.

Passwords must be:

- o Kept confidential;
- o Changed whenever there is a chance that the password could be compromised;

Passwords must **not** be:

- o Shared with others;
- o Repeated sequences of letters or numbers;
- o Kept on paper unless it is securely stored;
- o Included in a macro or function key to automate the log-in;
- o Names of person, places or things that are easily identified with the user;
- o The same as the userid

Each person who uses the TEDS System must be assigned his/her own individual username based upon his or her first name, middle initial and last name. **DO NOT SHARE YOUR USERID AND PASSWORD WITH ANY OTHER PERSON**.

1Forgot Password

A password retrieval function is available for sending a user his/her password at the email address on file in the user's 'My Account' screen.

To request an email containing your current password:

- ▪ On the TEDS 3 sign-on screen, click the 'Forgot Password' link.

- Key in your current email address.
- Key in the 6 digit security code displayed on screen
- Click 'Submit'.
- An email containing the user's user name and password will be sent to the email address given.
- Open the email to retrieve the current password on file in TEDS 3.

NOTE: If the email address on the user's 'My Account' screen does not match the email address keyed in, an error message will be displayed and an email message containing the password will not be sent. Correct the email address on the 'My Account' screen to use the 'Forgot Password' function in the future.

If unable to log in to TEDS 3, contact your System Administrator.

General Information

It is recommended that computers with access to the TEDS System be installed in secure areas where it is unlikely that unauthorized persons can see the screens. Much of the data entered into TEDS is confidential and not for public distribution. Whenever it is not practical to install the computers in a secure area, take all necessary precautions to protect the privacy of the data.

- Turn the monitor away from other people.
- Close the TEDS program before leaving the area.
- Use a screensaver password.
- Note: State-operated area technology centers are not to change the settings on the screensaver, especially the screensaver password. The OCTE Central Office has set the screensaver password. This allows Technology Services to support the TEDS System more quickly and easily.
- NEVER share your username and password with someone else.

To request a username for someone who does not have one, such as a new employee, complete the form 'Request for Userid for TEDS Access'. Fill in the requested information, read the paragraphs detailing your rights and responsibilities concerning the username and sign and date the form. Your supervisor must also sign the form. If any information or either signature is omitted, the form will be returned to you for correction before it can be processed. Special instructions for schools from each agency are below.

- **OCTE area technology centers, community and technical colleges and universities** – Questions or requests for blank copies of the userid request form can be sent to SarahE.Galliher@ky.gov or Angie.Crowder@ky.gov . Mail or fax completed request forms to Sarah Galliher or Angie Fischer Crowder. The blank form to request a userid is in the Downloads section of TEDS.

     Mail or fax the completed form to:

     Sarah Galliher
     20th Floor Capital Plaza Tower
     500 Mero Street
     Frankfort KY 40601
     Fax number: (502) 564-4800

- **Department of Education high schools, middle schools and local area technology centers** - Questions or requests for blank copies of the request form can be sent to Kiley.Whitaker@education.ky.gov. Mail or fax the completed form to:

     Kiley Whitaker
     21st Floor Capital Plaza Tower
     500 Mero Street
     Frankfort KY 40601

Fax number: (502) 564-7371

Please notify your TEDS Administrator whenever an employee leaves so that the username may be disabled.

Chapter 3 NAVIGATION

Log In to System

The user must have a valid username and password in order to logon to TEDS. This ID will allow access to any database and school to which the user has been assigned.

When presented with the TEDS splash screen, enter your assigned username in the field called "Username" and your password in "Password".

Press the 'Login' button after entering username and password.

The system will allow two failed attempts to log on. A third failed attempt against a valid user ID will disable the ID. You will need to contact your TEDS Security Administrator to reset your user name before you may access the TEDS System again.

If the user has forgotten his username and/or password, he can request the system to email the information to him. Click on the link 'Forgot Password' located below the space to enter the user name and password. If the email address in the users file matches the email address sending the request, TEDS will send the user name and password in a return email. If the two email addresses do not match, an error message will be displayed.

NOTE: the user may update his email address whenever necessary. See the Chapter 'My Account' for instructions.

Selecting School/School Year

If you have been assigned more than one school, use the 'Select School' function in the navigation tree to gain access to the correct school. The system presents a screen with a dropdown box containing the schools to which you have been assigned. Chose the one school from this list with which you will be working.

The name of the selected working school and the selected school year will be displayed at the top of the screen.

The schools that are displayed in the dropdown box were designated when the TEDS System Administrator assigned your username. You may change the working school by selecting the menu option 'Select School' from navigation tree menu.

If any additions/changes need to be made to your list of available schools, please notify your TEDS Administrator.

Users must also select the school year with which to work. Choose the appropriate school year from the drop-down box.

The name of the selected working school and school year are displayed below the TEDS banner at the top of the screen.

Screen Design

Every screen in the system displays the name of the screen above the data fields. The various functions/screens are displayed in the navigation tree on the left side of the screen. A plus sign (+) beside the function indicates that there are associated sub-functions available. Click on the plus sign to display the sub-functions.

Click on the name of the function or sub-function to display the associated screen. It may be necessary to make additional selections when more than one sub-function is available.

Navigation Tree Functions

The navigation tree includes options that relate to the major functions of the system: to provide program data to be used for accountability and evaluation of program effectiveness. Topics under the navigation tree include the following information:

1School Administration

Select School

Select the school and school year with which to work

School Wide Enrollments

Update student demographic, enrollment, termination, transcript and special populations information from school-wide alphabetic list of students

Demographic

Update student demographic information for students who are already enrolled in a program

Enrollment

Update student enrollment information for students who are already enrolled in a program

CATS

Update student Commonwealth Accountability Testing System (CATS) test results for students who are already enrolled in a program

2Program Sections

Edit (Section)

Maintain Program/Section data

Class List

Add/update student demographic, enrollment, termination, transcript and special populations information

Termination

Add/update student termination information for multiple students in the same program section

KOSSA Registration

Add/update student test registration information for multiple students in the same program section

Aggregate

Add/update enrollment information using aggregate numbers rather than individual student data. Used for entering data for exploratory programs or community education courses.

3Follow Up

Follow Up Letters

Generate Follow Up letters and forms

Follow Up Information

Input responses from Follow Up forms.

4 Reports

Create/print reports from TEDS data. Users may customize reports by selecting various report options. Several reports are included in TEDS 3 with additional reports being added as needed. Reports currently available include:

- Aggregate Summary Report
- Attend Hours Report
- CATS Detail Report
- CATS Results Report
- CATS Summary Report
- Class List
- Credentials Earned Report Enrollment
- Duplicate Federal ID Report
- Employer Survey
- Enrollment Report
- Home School Report
- Industry Certificates
- KOSSA Results
- O*Net Titles
- Perkins 3 Performance Measures
- Perkins 4 Performance Measures
- Perkins 4 Summary Report
- Program Assessment Credentials Earned
- Program Completion Report
- Statistical Reports
    - Attend Hours Report
    - Disability
    - Disadvantaged
    - Employment-Transition Report
    - Retention Follow-up
    - Special Populations Report
    - Termination Status Report

5 Import Process

Auto-load data from files.

6 Companies

Company Search

Maintain company data used with student Follow Up and work-based learning activities

7 My Account

Maintain user information including user name and password

8 Downloads

Toward the bottom of the navigation tree at the left side of the screen is an area where various documents and forms have been posted. These may be viewed on screen, sent to the local printer or saved to the local workstation. The latest edition of the TEDS Users Manual, the Perkins calendar and various instructional documents and forms are available. New categories and other documents will be added and/or removed as needed.

The categories and the person responsible for the items in the categories are:

- Assessment, Articulation and Career Pathways – Debbie Seider
- Equity and Civil Rights – Angie Fischer
  - o Nontraditional Programs
- Perkins – Travis Huber
- Program Assessment – Wayne King
- Special Needs – Debbie Seider
- TEDS Documentation – Angie Fischer, Sarah Galliher, Kiley Whitaker
- TEDS Forms – Angie Fischer, Sarah Galliher, Kiley Whitaker
- KDE – Kiley Whitaker

Chapter 4 DOCUMENTATION FOR ACCOUNTABILITY

The Office of Career and Technical Education in the Education and Workforce Development Cabinet is required to ensure that performance data reported to the U.S. Department of Education for Perkins accountability is complete, accurate and reliable. All data used for accountability reporting (demographic, program enrollment, termination/completion and follow-up) must be entered into the TEDS database. Schools must maintain source documentation to verify all data entered is complete, accurate data. The Technical Education Database System (TEDS 3) User Manual provides instructions for entering data into each data field as well as definitions and examples when appropriate. The data will be used for Perkins federal and state accountability reporting and program improvement, as well as being a school resource for other reporting types.

The Office of Career and Technical Education must review the results of each school's data entry and conduct on-site visits to review documentation and data entry of all required data. Schools will receive advance notification of the visits and be asked to complete a short questionnaire before the date of the visit.

Schools must document that the data entry of Perkins information is complete, accurate and reliable. Numerous reports are available in TEDS to assist with documentation with new reports being added as needed. Schools should routinely produce and review reports for enrollment, including all special populations (disability, economic disadvantage, single pregnant woman, single parent, displaced homemaker, LEP). Termination and placement reports should also be reviewed once the data has been entered into TEDS.

Documentation must be kept in an area where it can be retrieved when needed. Backup documentation for demographic, enrollment, program completion and placement, special populations, credentials, industry testing and certification must be kept on file for a minimum of five (5) school years.

Postsecondary schools may use the Institution's application for admission or declaration of a technical program major for documenting student enrollment. Secondary schools may have a master list of the student's schedule showing that the student is taking courses in a particular technical program or a career major declaration.

Documentation for students who qualify as one of the special populations is especially important. Please be sure that the documentation is complete and stored where it is easily accessible when an auditor/monitor visits the school.

1Special Populations Data

Disability –

- Postsecondary schools may use data provided by another office within the school, such as Financial Aid. Lists of students who receive assistance from an outside agency (Department for Career Rehabilitation, Department for the Blind etc.) are acceptable documentation for entering disability data into TEDS. Students may also self-report their disability by requesting some type of special accommodation so that they may succeed in the program (large print books, special computer software, an interpreter for the deaf etc.) A copy of a 504 plan showing the planned transition from secondary to postsecondary education is also acceptable.

- Secondary schools must have an Individual Education Plan (IEP) or 504 Plan on file to report the student as having a disability. Students may also self-report their disability by

requesting some type of special accommodation so that they may succeed in the program (large print books, special computer software, an interpreter for the deaf etc.)

Economic disadvantage

- Postsecondary schools may indicate that the student has an economic disadvantage if the student:
  - is a recipient of a Pell Grant or
  - receives funds under a WIA individual training agreement or
  - family income is at or below poverty level as set by the U. S. Department of Commerce.
- Secondary schools may indicate that the student has an economic disadvantage if the student is:
  - eligible for free or reduced lunch

Displaced homemaker – A person entering or returning to the workplace after caring for family without remuneration and for that reason has diminished marketable skills and has been dependent on the income of another family member but is no longer supported by that income.

NOTE: The special population category Displaced Homemaker is for post-secondary schools only.

Single parent – Any unmarried or legally separated mother or father (both postsecondary and secondary) who has a minor child(ren) for which the parent has total or joint custody may qualify for this type of special population. Most schools receive this information when students self-report the situation. Some schools have a daycare center on campus for students and may have this information available from the daycare center.

Single pregnant woman – Any single or legally separated pregnant female student (both postsecondary and secondary) may qualify for this type of special population. Single fathers-to-be are not included in this population. The two most common methods for a school to have this information are through the student self-reporting the condition or through a request for special accommodation due to the pregnancy.

LEP - A student with limited English proficiency ('LEP') is one who is a member of a national origin minority who does not speak and understand the English language in an instructional setting well enough to benefit from career/technical studies to the same extent as a student whose primary language is English.

Enrollment in a technical program leading to an occupation nontraditional to gender – Any student enrolled in a program designated as nontraditional to the student's gender. The US Department of Labor provides a list of occupations that employ less than 25% of one gender, according to the latest federal census data. The master program file is then marked as nontraditional for the specific gender in the TEDS 3 database.

Tech Prep –

Kentucky has decided to roll the Tech Prep Grant money in with the Perkins Basic Grant money for 2009-2010. Tech Prep data was collected and entered for the 2008-2009 students. Tech Prep data for 2008-2009 was reported in the 2009 Consolidated Annual Report in December, 2009. Beginning with the 2009-2010 school year, it is no longer necessary to identify Tech Prep students in TEDS.

- Postsecondary – A Tech Prep student is one who completed the first two years of an articulated secondary/postsecondary technical program while in high school and is continuing his/her enrollment in the same articulated program of study at the postsecondary level. (Postsecondary schools may use the articulation agreement, program application or declaration of a technical program major for documenting student enrollment.)   Credit for the high school technical courses taken at the secondary level and enrollment in the same

technical program at the postsecondary level is one method of documentation. Documentation of the articulation agreement for the program needs to be provided when the student is accepted at the postsecondary Institution.

- Secondary - A Tech Prep student is identified as a student with an Individual Graduation Plan (IGP)/career major who is enrolled in an integrated academic/technical non-duplicative secondary/postsecondary sequence of courses that leads to a post-secondary educational outcome in a technical program. The IGP/career major must contain the course sequences for both the secondary courses and postsecondary courses necessary for the student to complete the technical program. (Secondary schools may have a master list of the student's schedule showing that the student is taking courses in a particular technical program or a program application.) The Tech Prep indicator may be checked when the student graduation plan is completed with a career major declared and the student enrolls in the first technical course.

NOTE – The Tech Prep field and reporting options will remain in TEDS to maintain the ability to print prints for historical purposes.

2 Follow Up Data

Student (6 months) Follow Up - When the former student returns the Student Follow Up Form, it should be kept on file for each program completer for five years after the Follow Up is complete. If the information is obtained from phone calls to students or from other sources (friends or relatives etc.) identify how and by whom the data was provided in the space on the bottom of the form. The students' employment statuses are used to calculate the positive placement rate for technical programs in Kentucky.

NOTE: If it provides all the employment data requested on the Student Follow Up Form in TEDS, high schools may use the data collected during the Successful Transition Follow Up conducted by the high school as their student Follow Up data for TEDS data entry. The person collecting the student Follow Up data for the high school should maintain the same source documentation for any auditor/monitoring visit.

Employer Follow Up – Each completed Employer Follow Up Form should be kept on file for five years. Employers of former students who reported being employed are sent the Follow Up form. The employer must certify they completed the Follow Up form and that the former student is employed by the company.

Retention Follow Up – Postsecondary students who were positively placed are contacted six months after the initial student Follow Up to determine if their employment/continuing education status has changed. The Retention Follow Up Form should be kept on file for each student with positive employment/continuing education retention. If the information is obtained from phone calls to students or from other sources (friends or relatives etc.) identify how and by whom the data was provided in the space on the bottom of the form.

The following pages contain charts showing the various types of documentation that may be used for each specific data field. When more than one type of documentation is listed for a particular data field, it is only necessary to retain one type of documentation per data field. There is a separate chart for secondary students and postsecondary students. There are some differences between the two charts so please ensure that you consult the correct chart for your students.

Type of Data	3Documentation For Secondary Students
Demographic	Program application ILP/career major declaration Copy of student schedule School's own form
Disability	IEP 504 Plan Request for special services
Economic disadvantage	On free or reduced lunch
Displaced homemaker	Not applicable
Single parent	Evidence of custody of child
Single pregnant woman	Self-declared Request for assistance to stay in school
Limited English proficiency (LEP)	Self-declared Enrolled in class for limited English proficiency Request for tutor / interpreter
Individual Learning Plan (ILP)	Individual Learning Plan (ILP), signed with sequence of courses

Termination:
  Termination status
  Termination date
	
	Teacher grade books showing successful completion of program, transfer or exiting school
	School Records
	Graduation dates with lists of graduating students

Credential earned	Check sheet of graduation requirements (including technical requirements) met
O*Net title earned	Check sheet of course requirements for O*Net title
KOSSA certificate	Results of KOSSA test with scores by student
Industry certification	Results of Industry Certification test per student School records Confirmation from industry

Type of Data	Documentation For Secondary Students
Follow Up:	
Student	TEDS Student Follow Up Form (completed and verified form)
Employer	TEDS Employer Follow Up Form (completed and verified form)
Retention	TEDS Retention Follow Up Form (completed and verified form)

Type of Data	4Documentation For Postsecondary Students
Demographic	Program application Declaration of major School's own form
Program Enrollment:	Program application Declaration of major School's own form
Enrollment date	Student transcript Program Application/school's own form
Objective	Program application Declaration of major School's own form Sequence of courses in program
GPA	Student transcript List provided by school office
Disability	Self-disclosure Request for services Referral from Career Rehabilitation Secondary transition plan (IEP)
Displaced homemaker	Self-declared WIA welfare reform participant
Single parent/Single pregnant woman	Self-declared Proof of total/joint custody of child(ren)
Limited English proficiency (LEP)	Self-declared Request for tutor / interpreter Enrolled in English as a second language course

Chapter 5 SCHOOL ADMINISTRATION

Selecting School/School Year

Use the 'Select School' function in the navigation tree to gain access to the school with which you wish to work. The system presents a screen with a dropdown box containing the schools to which you have been assigned. Chose the one school from this list with which you will be working.

The schools that are displayed in the dropdown box were designated when the TEDS System Administrator assigned your username. You may change the working school by selecting the menu option 'Select School' from navigation tree menu.

If any additions/changes need to be made to your list of available schools, please notify your TEDS Administrator.

Users must also select the school year with which to work. Choose the appropriate school year from the drop-down box.

To select the working school for this TEDS 3 session:

- Click on 'Select School'
- Select the school with which you wish to work from the dropdown box of all of the schools to which you are assigned. You must select one of these schools to be your working school.
- Select the school year with which you wish to work
- Click 'Select'.
- The name of the selected working school will be displayed beneath the TEDS 3 banner at the top of the screen.

You may change your working school at any time during your session by choosing 'Select School'   from navigation tree on the left side of the screen.

School Wide Enrollments

1Maintaining Current Student Data

The maintenance screens for student demographic and enrollment data are reached through the navigation tree on the left side of the screen. Data may be accessed though this option for only current (active) students or for both active and inactive students. A school-wide roster of student names is displayed on the 'Class List' screen.

School Wide Enrollments

When 'School Wide Enrollments' is selected, the user may choose to work with either demographic or enrollment data for a particular student whose data has already been entered into TEDS 3. Data for new students may not be entered using 'School Wide Enrollments'.

To edit student demographic data already entered into the database, enter the 'Enrollment Search Criteria' on the 'School Wide Enrollments'. This function allows the user to search for any student who is enrolled in your school without knowing in which program the student is enrolled. You may only edit existing data from this function. Once the name of the student is listed in the on screen roster, highlight the name of the student. Click on the word 'Demographic', 'Enrollment' or 'CATS' on the same line as the student's name. The selected screen will be displayed. You may edit the data as needed. Be sure to 'click Save' to save the changes to the record.

Note: Students will be listed once for each individual program enrollment for the selected school year. Be sure to select the student listing that has the program enrollment with which you wish to work.

Definitions of all demographic and enrollment data fields are in 'Chapter 7 / Program Sections'.

Adding demographic and enrollment records for a new student must be done through the 'Program Sections' function in the navigation tree on the left side of the screen.

Chapter 6 PROGRAM SECTIONS

Data Overview

Preparatory programs must meet the qualifications of a technical program according to Perkins IV legislation. The Carl D. Perkins Career and Technical Education Improvement Act of 2006 defines a technical program as:

- A sequence of courses that provides individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and for careers in current or emerging professions;
- provides technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree; and may include prerequisite courses (other than a remedial course) that meet the requirements of this subparagraph;
- and include competency based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, and knowledge of all aspects of an industry, including entrepreneurship, or an individual.

NOTE: A 'program' as referenced in the TEDS Users Manual is the series of courses for a particular CIP Code, not including general education or remedial courses. This may be the same terminology used in other data systems for a different piece of data.

NOTE: A 'general education' course is one required for completion of a certificate or degree that is required for all majors, whether the major is considered to be a technical education program or not. Remedial courses are those courses designed to increase a student's skills or understanding of the subject matter to the level that the student could be expected to successfully complete entry level courses in the subject area. Students enrolled only in general education or remedial courses do not qualify as technical education students and are not be entered into TEDS. Examples: Composition 101 or Algebra.

The method of delivery is not a factor for determining whether a CIP code is a technical program. Courses in the official curriculum for the program may be taught on campus, off-campus or as an on-line course.

Since all student data is reported by the program and section in which the student is enrolled, the program section function is used to enter all new student records using one of four methods: import process, rollover process of students continuing from one school year to the next, manual entry of student data for individual students or aggregate data for students enrolled in exploratory activities. Each method will be covered separately in this document.

A program section is an electronic version of a teacher's roster. Schools must have at least one section per program but may have more if desired. Program sections are provided for the school's convenience in managing their lists of students. There is no limit to the number of sections that a school may set up.

TEDS automatically assigns the next available section number when a new section is created. School personnel enter the data on the program section screen for each program offered at the school. This information must be entered before students can be enrolled in the programs regardless of the method used to enter the data (import, manual entry of individual or aggregate data for exploratory activities).

1Selecting a Section

- From the navigation tree on the left of the screen under 'Program Sections', select the name of the program.
- A list of available sections for the selected program will be displayed.

- Beside the section name are the options 'Edit', 'Class List', 'Termination', 'KOSSA Registration' and 'Aggregate'.

- On the line with the name of the section you wish to work with, click on the name of the function to select it.

2Adding a New Section

Program sections must be created for a school year before students can be enrolled in a program section. If the rollover process is run, it automatically creates a copy of the program section from the previous school year. It advances the school year by one year and copies the data for returning students in the program section. The data in the newly created section may be edited as needed. If the rollover is not run for a new school year or additional sections are needed, the new program section data must be entered manually.

- Under 'Program Sections' from the navigation tree on the left of the screen, select the name of the program.

- A list of available sections for the selected program will be displayed.

- Beside the section name are the options 'Edit', 'Class List', 'Termination', 'KOSSA Registration' and 'Aggregate'.

- Click on 'New Section' to display a blank program section record.

- Enter the appropriate data and click 'Save' to save the record.

- The newly created section name will now be displayed on the 'Section List' screen.

Data fields on the 'New Section' screen include:

Section Name

Enter the name of the section. The section name is individual to each school and will not affect the program name used statewide. This data field is **required**.

Section Number

The system automatically assigns this sequential number and you may not edit it.

Program Level

The program section 'level' is a **required** data field and refers to the education or curriculum level of the program. Click on the arrow in the pull-down box to choose the program level of the program section. **This field is a selection criteria in some reports used for Federal reporting**. Be sure that each program section has the correct level selected. Choices include:

- Secondary - Programs taught at the "secondary" level are taught mostly at middle schools, high schools and area technology centers. Some secondary level programs may be offered at post-secondary Institutions. Adult students may be accepted into a secondary program if space is available without changing the level of the program. Any career/technical program may be offered as secondary level unless there is an age requirement for certification in that program. Leaving this field blank or entering a different value than 'secondary' may cause the program section to be omitted from certain reports used for funding calculation, such as the Program Enrollment Report or the Perkins Performance Measures Reports.

- Post-secondary - A "post-secondary" program is taught mostly at community and technical colleges and universities. Area technology centers may also offer post-secondary level programs. The Institution receiving the funding for the post-secondary program reports the student data for the program. Any technical program that meets the Perkins definition of a program may be offered as a post-secondary level program.

- Apprenticeship - An "apprenticeship" program is a formal registered program of training which includes both on-the-job training, and related classroom instruction and is intended to train the apprentice in all aspects of a trade. On-the-job training constitutes a majority of the training time for apprenticeship programs.

- Regulatory - "Regulatory" programs include those programs which employed individuals must complete in order to retain their current certification in their field. If you are not sure whether the program qualifies as regulatory, email or call your Central Office contact person.

- Upgrade - "Upgrade" programs (also called 'continuing education') allow adults to improve current skills or acquire new skills without taking an entire program. Examples are keyboarding classes

Is Satellite Indicator

A program taught at a location other than an official campus (off-campus) of an Institution is considered a 'satellite' program. Place a check in this indicator to identify any satellite programs taught by your Institution. Identify the location of the satellite program in the 'Satellite Location' field described below.

Satellite Location

Use the field to indicate the location where the satellite program section is being taught. Key the name of the location. Leave this field blank if the program section is being taught at one of a school's official campuses. Example: A Practical Nursing program section taught by Maysville Community College at Mason Co ATC would be a satellite program because Mason Co ATC is not an official campus location for Maysville CTC. A Practical Nursing program taught at Maysville CTC-Morehead would not be a satellite program because Maysville CTC-Morehead is one of the official campus locations of Maysville CTC.

FTE

FTE (full-time equivalency) refers to the number of full-time students who would be enrolled in the program section should each student be enrolled full-time. The FTE is calculated by adding the total number of attend hours for the students enrolled in the program section then divided by 6 hours. The FTE is calculated and displayed in this field by TEDS.

FTE = total number of attend hours per program
                                    6

Adding New Student Data

Program Sections– When 'Program Sections' is selected, the user may choose to add new demographic and enrollment records for students who have not previously been entered into TEDS 3 or edit demographic or enrollment data for an existing student record.

From the list of programs listed beneath 'Program Sections', click on the name of the program in which the student is/will be enrolled. Available section names will be displayed.

1When To Enroll A Secondary Student:

Secondary students may be entered into TEDS when the student has enrolled in the first course in the technical education program. The student will be enrolled by the school offering the program in which the student is enrolled.

2 When to Enroll A Postsecondary Student:

Postsecondary students may be entered into TEDS when the student has enrolled in the first technical course of the official curriculum for that CIP Code. Technical courses are those specific to the CIP Code. General education requirements do not qualify as a technical education course.

NOTE: A 'general education' course is one required for completion of a certificate or degree that is required for all majors, whether the major is considered to be a technical education program or not. Students enrolled only in 'general education' courses do not qualify as technical education students and are not be entered into TEDS. Examples: Composition 101 or Algebra.

A course may be required for more than one related CIP Codes and still be a technical education course. Example: Infection Control, Industrial Safety, Technical Writing or Technical Math. Students enrolled in this type of course are enrolled in a technical education course and are to be entered into TEDS.

Enroll the student in the appropriate CIP Code in TEDS if either of the following is true:

- Postsecondary student has enrolled **only** in courses specific to the CIP Code.

- Postsecondary student has enrolled in **at least one technical education course** and is also taking a general education course.

- Postsecondary student has enrolled in **at least one technical education course** and is also taking a general education course and a remedial course.

Do **not** enroll the student in TEDS if either of the following is true:

- Postsecondary student has not enrolled in any technical education course and has enrolled **only** in general education courses.

- Postsecondary student has not enrolled in any technical education course and has enrolled **only** in. remedial courses.

Secondary students who are enrolled in a technical education course at the high school and are also receiving credit for the course from the Community and Technical College System or a university as secondary students are dual credit or articulated students. Those students receive both secondary and postsecondary credit for the work they completed as a secondary student (dual credit). The students may start their postsecondary course of study at the point of the program completion as a secondary student. The student attends the courses at the secondary school, not at the community and technical college or university. The secondary school reports the student enrollment information in TEDS 3.

Secondary students who are enrolled in a technical education program at a postsecondary institution and are attending classes at the community and technical college or university may be entered into TEDS by the postsecondary institution.

3 Add New Students

- Click 'New Enrollment' above the search criteria area.
- The 'Student Search' screen will be displayed.
- Enter the student's name in the 'Enrollment Search Criteria' section and click 'Search'.

Note: Always search for the student's name in TEDS 3, even if sure that the student was not previously entered into TEDS 3 and has no existing demographic record. This will prevent duplicate demographic records with different SSID or SSN numbers for the same student and keep the TEDS 3 data as clean as possible.

- If the student's name **does not** appear in the search results,
  o Click 'New Enrollment' again.
  o A blank screen with the demographic and required enrollment data fields will be displayed.

- o Enter the student's data and click 'Save'.
- o The student's name should now be displayed in the roster list for that program section.
- If the student's name **does appear** in the search results, see 'Edit Existing Data'.

Note: Scroll through the list of names in the search results to the correct student. There may be more students enrolled in the program section than may be shown on one screen. Choose another page number to locate the student's name or search for the student name. The number of students displayed on screen may be set from 10 to 100.

Listed on the same line as the student's name and identifying information are links to different options as follows:

- o **Edit (Section)** – Update the information about the current section, such as changing the program section name, off-campus location of a satellite program etc.

- o **Class List** – This is the listing of students who are assigned to this program section. New students may be added from this screen and the records of assigned students may be maintained. Both the enrollment and demographic records for students are available from this screen.

- o **Termination** – This screen is used for setting the termination status and date for multiple students without the need to access each student's individual enrollment record. The student objective and education level fields may also be maintained from this screen. Termination data for individual students may also be entered from the Class List/Enrollment screen.

- o **Aggregate** – Maintain the descriptive data that is collected for groups of students in exploratory activities. Aggregate data has also been referred to as summary data in the past.

- o NOTE: Only enrollment data for programs that are not Perkins-accountable should be entered using the aggregate screen. Examples of these programs are career exploration, short-term, upgrade, apprenticeship courses. Data for students enrolled in their first and second courses in a sequence of courses leading to a current or emerging occupation are entered individually as an exploring student in a preparatory program using the Student/Section/Class List/Enrollment screen.

Edit Existing Data

1To access student demographic/enrollment data for students already enrolled:

- Be sure the name of the working school is correct if you have access to m ore than one school's data.
- Be sure the selected school year is correct.
- Select 'Program Sections' from the navigation tree.
- Select the program name from the 'Program' list in the navigation tree.
- Select the section from the list of available sections.
- Select the option that you need to work with.
  - o Edit section – Update information about how the program section is being taught
  - o Class List – Demographic and enrollment data
  - o Termination – Termination status, date, objective
  - o Aggregate – Enter data showing enrollment by totals only for exploratory activities such as continuing education courses, upgrade courses, community education classes etc.

o Select – Used to indicate students to be included when copying or deleting records for multiple students from the program section

Some demographic fields can change and therefore be different from one section to another. These demographic fields are found on the enrollment record for the student. For example, when a student incurs a disability that data applies to future enrollments but not to past ones. These demographic fields are: disability, disadvantage, special populations, sponsored by and LEP indicator. Other fields that are specific to the program section are also entered as part of the enrollment record. They are education level, objective, attend hours, Home High School, credit hours, dual credit hours, termination status and date, enrollment date, tech prep indicator, Federal Reporting indicator, IEP indicator (individual education plan), 504 plan indicator and the KOSSA data.

2Edit (Section) Screen

The data on the program section screen may be edited as needed. If the rollover is not run for a new school year or additional sections are needed, the new program section data must be entered manually.

- Under 'Program Sections' from the navigation tree on the left of the screen, select the name of the program.
- A list of available sections for the selected program will be displayed.
- Beside the section name are the options 'Edit', 'Class List', 'Termination', 'KOSSA Registration' and 'Aggregate'.
- Select the 'Edit' option beside the appropriate section name.
- Enter the appropriate data changes and click 'Save' to save the record.

Data fields on the 'Section' screen include:

Section Name

Enter the name of the section. The section name is individual to each school and will not affect the program name used statewide. This data field is **required**.

Section Number

The system automatically assigned this sequential number and you may not edit it.

Program Level

The program section 'level' is a **required** data field and refers to the education or curriculum level of the program. Click on the arrow in the pull-down box to choose the program level of the program section. **This field is a selection criteria in some reports used for Federal reporting**. Be sure that each program section has the correct level selected. Choices include:

- Secondary - Programs taught at the "secondary" level are taught mostly at middle schools, high schools and area technology centers. Some secondary level programs may be offered at post-secondary Institutions. Adult students may be accepted into a secondary program if space is available without changing the level of the program. Any career/technical program may be offered as secondary level unless there is an age requirement for certification in that program. Leaving this field blank or entering a different value than 'secondary' may cause the program section to be omitted from certain reports used for funding calculation, such as the Program Enrollment Report or the Perkins Performance Measures Reports.

- Post-secondary - A "post-secondary" program is taught mostly at community and technical colleges and universities. Area technology centers may also offer post-secondary level programs. The Institution receiving the funding for the post-secondary program reports the student data for the program. Any technical program that meets the Perkins definition of a program may be offered as a post-secondary level program.

- **Apprenticeship** - An "apprenticeship" program is a formal registered program of training which includes both on-the-job training, and related classroom instruction and is intended to train the apprentice in all aspects of a trade. On-the-job training constitutes a majority of the training time for apprenticeship programs.

- **Regulatory** - "Regulatory" programs include those programs which employed individuals must complete in order to retain their current certification in their field. If you are not sure whether the program qualifies as regulatory, email or call your Central Office contact person.

- **Upgrade** - "Upgrade" programs (also called 'continuing education') allow adults to improve current skills or acquire new skills without taking an entire program. Examples are keyboarding classes

Is Satellite Indicator

A program taught at a location other than an official campus (off-campus) of an Institution is considered a 'satellite' program. Place a check in this indicator to identify any satellite programs taught by your Institution. Identify the location of the satellite program in the 'Satellite Location' field described below.

Satellite Location

Use the field to indicate the location where the satellite program section is being taught. Key the name of the location. Leave this field blank if the program section is being taught at one of a school's official campuses. Example: A Practical Nursing program section taught by Maysville Community College at Mason Co ATC would be a satellite program because Mason Co ATC is not an official campus location for Maysville CTC. A Practical Nursing program taught at Maysville CTC-Morehead would not be a satellite program because Maysville CTC-Morehead is one of the official campus locations of Maysville CTC.

FTE

FTE (full-time equivalency) refers to the number of full-time students who would be enrolled in the program section should each student be enrolled full-time. The FTE is calculated by adding the total number of attend hours for the students enrolled in the program section then divided by 6 hours. The FTE is calculated and displayed in this field by TEDS.

FTE = <u>total number of attend hours per program</u>
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3Class List Screen

The screen consists of a list that displays the student name, SSN, SSID, and links to the enrollment, CATS or demographic record. The student name, SSID and SSN may be updated on the student demographics screen.

The ability to copy an individual student's enrollment data from one program section to another for the same school year or to delete an incorrect student enrollment record is available on the Class List screen. Use the 'Select' checkbox to identify students to include when copying multiple students from this program section to the same section of a different program. The 'Select' checkbox may also be used to identify students to be included when deleting multiple students from the program section.

Note: Be very careful when indicating which students to delete. Once the delete has been confirmed you will not be able to restore the deleted records.

The 'New Enrollment' function allows you to either enter enrollment data pertaining to a student's enrollment at your school for students that have been previously enrolled in the statewide TEDS database or to add new students to the database and assign them to your school. In either case, the student is added to the program section in which you are working.

4Student Search Screen

Click the 'New Enrollment' link to bring up the student search screen. This screen allows you to search the TEDS student database for students that are assigned to your school by using a variety of criteria. You

may enter any variety of criteria. The more information that you enter, the narrower the search will be and the fewer results that will be returned.

An entry in either the last name or the SSN is required for each search...

- **Last name** – This search uses a 'starts with' criteria. You may enter one or more letters and a search will be executed for all students whose last name begins with those letters.

- **First name** - This search uses a 'starts with' criteria. You may enter one or more letters and a search will be executed for all students whose first name begins with those letters.

- **SSID** – This search uses a 'starts with' criteria. You may enter one or more digits and a search will be executed for all students whose SSID begins with those digits.

- **SSN** - This search uses a 'starts with' criteria. You may enter four digits and a search will be executed for all students whose SSN begins with those digits.

The fields that are entered in the search will automatically be carried forward to the 'Add New Student' screen in order to save repetitive typing if you chose to enter a new student.

5 Editing Data for Existing Students

Demographic and enrollment data for students already enrolled in a program at your school may be edited through either 'School Wide Enrollments' or 'Program Sections'.

- If your userid has access to more than one school, be sure that you are signed in to the correct school.
- Be sure that you are working with the correct school year.
- Under 'Program Sections' in the navigation tree at the left of the screen, select the program name or CIP code number for the program in which the student is to be enrolled. CIP code numbers are displayed at the end of the program name.
- Click 'New Enrollment' above the search criteria area.

- The 'Student Search' screen will be displayed.

- Enter the student's name in the 'Enrollment Search Criteria' section and click 'Search'.

- Highlight the name of the students in the search results.

- Click on 'Demographic' or 'Enrollment' next to the selected student's name to select the type of data that needs to be edited.

- Make any changes/updates to the student's data.

- Click Save.

6 Enrolling a New Student

- If your userid has access to more than one school, be sure that you are signed in to the correct school.
- Be sure that you are working with the correct school year.
- Under 'Program Sections' in the navigation tree at the left of the screen, select the program name or CIP code number for the program in which the student is to be enrolled.
- Click 'New Enrollment' above the search criteria area.

- The 'Student Search' screen will be displayed.

- Enter the student's name in the 'Enrollment Search Criteria' section. Change the 'Student Status' to 'All Students' and click 'Search'.

Note: Always search for the student's name in TEDS 3, even if sure that the student was not previously entered into TEDS 3 and has no existing demographic record. This will prevent duplicate demographic

records with different SSID or SSN numbers for the same student and keep the TEDS 3 data as clean as possible.

- If the student's name **does not** appear in the search results,
    - Click 'New Enrollment' again.
    - A blank screen with the demographic and required enrollment data fields will be displayed.
    - Enter the student's data and click 'Save'.
    - The student's name should now be displayed in the roster list for that program section.
- If the student's name **does appear** in the search results,
    - Highlight the name of the student and click 'Enrollment' on that line.
    - The 'New Enrollment' screen will be displayed.
    - Enter the student's data. Click 'Save'.
    - The student's name should now be displayed in the roster list for that program section.

Note: Scroll through the list of names to the correct student. There may be more students enrolled in the program section than may be shown on one screen. Choose another page number to locate the student's name or search for the student name. The number of students displayed on screen may be set from 10 to 100.

NOTE: Student enrollment is entered by program, not by individual courses. Enter one enrollment record for the program in which the student is enrolled, regardless of the number of courses being taken in the program. If a student is enrolled in more than one program, enter an enrollment record for each program. Be sure to put a check in the 'Federal Reporting' box for only one of the enrollment records. This will be the program in which the student will be counted when reports are printed as 'non-duplicated'.

7 Demographic Data Fields

Select the student with whom you wish to work by clicking the 'Demographic' link beside the student's name in the list of students on the Enrollment List screen. The student demographic screen will be displayed for the selected student. Fields on the student demographic screen are:

Last Name (required)

Note: Entering a suffix such as Jr. or III with the last name may cause problems when running reports. Use the suffix field to enter these titles.

First Name (required)

Middle Name

Birthdate: (required) Use the formatting MM/DD/YYYY. Be sure to enter a four-digit year and leading zeros for the month and day.

Gender: (required) Enter the sex of the student.

Race: (required) Enter the ethnic group for the student.

Student SSN: Enter the student SSN. The SSN is a required field for all students at all schools. Enter the valid SSN if possible. The SSN is necessary for the import process to work correctly. We are also using automated data processes for data matching with other databases such as the Unemployment Insurance or CATS test score database. Schools not entering a valid SSN for their postsecondary students cannot take advantage of these opportunities.

NOTE: If the valid SSN is not available for the student, enter a 'fake' SSN.

Student ID: (required for secondary students) Secondary students have been assigned an individual student identification number. The SSID is a unique 10-digit number assigned to each secondary student

when the student first enrolls in school in Kentucky. The SSID is assigned to the student by the Department of Education's student database (Infinite Campus) when a student record is entered. If entering data into TEDS manually, the SSID number must be keyed exactly as it was entered into Infinite Campus.

Prefix: Select the title from the drop-down box. Example: Mr., Miss etc.

Suffix: Select the suffix from the drop-down if appropriate. This field is used to record Jr., Sr., II, III etc. instead of entering the suffix as part of the last name field.

Notes: This field is available for schools to enter information that they might want to remember about the student, such as courses taken, awards, special software or technical machinery skills etc. Do not record sensitive information in the Notes field since it can be viewed by anyone with a userid for the database.

Address, City, State, Zip: Enter the mailing address for the student. The student's address is required data for all schools.

NOTE: Federal and state auditors require the student's address for identifying individual students. Auditors may contact former students to verify data entered into TEDS.

Phone: Enter the phone number for the student.

Extension: Enter the extension number if one is provided.

Email address: The email address can be used to contact students for Follow Up information if it has been maintained.

8 Student contact data

The name and address of someone who should know how to contact the former student who completed the program and graduated from school is entered on this screen. Click on the 'New Contact' link to enter contact data.

NOTE: Information about placement and retention in employment, military or additional education is an accountability measure for Perkins funding. Contact data is helpful in contacting students who can no longer be reached at the student's address/phone number. The person whose information is listed as contact data is another avenue for reaching the former student.

NOTE: Student contact data is required data for state-operated area technology centers.

9 Enrollment Data Fields

Only staff from the school where the student is enrolled can view the data fields on the Enrollment screen. Data that is considered sensitive information is maintained from the Enrollment screen to maintain its confidentiality. The complete list of enrollment data fields can be maintained on the enrollment screen. The data fields required for enrolling a new student have been added to the bottom of the 'New Student' screen for convenience. The fields are 'Student Objective', 'Education Level', 'Enrollment Date', 'Attend Hours', and 'Home High School'. Data is entered into these on the 'New Student' screen. Additions/changes to the enrollment data are entered on the Enrollment screen.

10 Edit Enrollment Screen

Select the student with whom you wish to work by clicking the 'Enrollment' link beside the student's name in the list of students on the Enrollment List screen. The student enrollment screen will be displayed for the selected student. Fields on the student enrollment screen are:

Objective: The student 'objective' indicates whether a student is included in federal accountability reporting or not. If a student meets the definition of a preparatory student, the value in the 'student objective' field must be changed to 'preparatory'. There are no exceptions.

Students whose objective is 'exploring' are included in enrollment/participation reports but not included in accountability reports.

Click on the arrow to display a list of student 'objectives'.

- **Secondary:**
    - ○ Exploring – Any student who enrolls in a career/technical program but will not/cannot complete the three credits within an individual program/career cluster required to be a preparatory student. It is recommended that secondary students be marked as 'exploring' until they begin the third credit within the same program/career major. The value in the Objective field may be changed at any time.
    - ○ Any student who enrolls in activities designed for career exploration.
    - ○ Preparatory – Any student, age 14 – 17 who is enrolled in a preparatory program who has successfully completed two credits and has enrolled in the third credit within an individual career cluster. The objective may be changed from exploring to preparatory when the student is enrolled in the third course in a sequence of courses leading to a current or emerging occupation (technical program)

- **Post-secondary:**

    A student is entered into TEDS as 'exploring' if the following is true:

    - ○ The student has enrolled in the first technical course in an occupation-specific program that leads to the completion of an associate or technical degree, diploma or certificate and
    - ○ has successfully completed 12 or fewer technical credit hours in the same program.

    The Student Objective field is changed to 'preparatory' if:

    - ○ A student is enrolled in an occupation-specific technical program and has successfully completed 12 technical credit hours and enrolled in the 13th credit hour in the same technical program.

11 NOTE: When To Enroll A Secondary Student:

Secondary students may be entered into TEDS when the student has enrolled in the first course in the technical education program. The student will be enrolled by the school offering the program in which the student is enrolled.

12 When to Enroll A Postsecondary Student:

Postsecondary students may be entered into TEDS when the student has enrolled in the first technical course of the official curriculum for that CIP Code. Technical courses are those specific to the CIP Code. General education requirements do not qualify as a technical education course.

A 'general education' course is one required for completion of a certificate or degree that is required for all majors, whether the major is considered to be a technical education program or not.   Students enrolled only in 'general education' courses do not qualify as technical education students and are not be entered into TEDS. Examples: Composition 101 or Algebra.

A 'remedial' course' is designed to improve a student's skills to the level necessary for the basic/introductory course in that subject. Students enrolled only in 'general education' courses do not qualify as technical education students and are not be entered into TEDS. Example: Remedial Math

A course may be required for more than one related CIP Codes and still be a technical education course. Example: Infection Control, Industrial Safety, Technical Writing or Technical Math. Students enrolled in this type of course are enrolled in a technical education course and are to be entered into TEDS.

Enroll the student in the appropriate CIP Code in TEDS if either of the following is true:

- Postsecondary student has enrolled **only** in courses specific to the CIP Code.
- Postsecondary student has enrolled in **at least one technical education course** and is also taking a general education course.
- Postsecondary student has enrolled in **at least one technical education course** and is also taking a general education course and a remedial course.

Do **not** enroll the student in TEDS if either of the following is true:

- Postsecondary student has not enrolled in any technical education course and has enrolled **only** in general education courses.
- Postsecondary student has not enrolled in any technical education course and has enrolled **only** in. remedial courses.

Secondary students who are enrolled in a technical education course at the high school and are also receiving credit for the course from the Community and Technical College System or a university as secondary students are dual credit or articulated students. Those students receive both secondary and postsecondary credit for the work they completed as a secondary student (dual credit). The students may start their postsecondary course of study at the point of the program completion as a secondary student. The student attends the courses at the secondary school, not at the community and technical college or university. The secondary school reports the student enrollment information in TEDS 3.

Secondary students who are enrolled in a technical education program at a postsecondary institution and are attending classes at the community and technical college or university may be entered into TEDS by the postsecondary institution.

NOTE: The value in the 'objective' field may be changed as needed.

Education level: Click on the arrow beside 'education level' to display the choices. This field is required for all students.

- Postsecondary students: Students whose education level is above 12th grade are considered 'post-secondary'.
- Secondary students: The education level for secondary students is their current grade level, 7th grade through 12th grade.

Attend Hours: Enter the average number of hours per day that a student is scheduled to attend classes in the program in the 'attend hours' field by selecting the correct number from the drop-down box. If the student does not attend the same number of hours each day of the week, find the average by adding the number of hours per day the student attends Monday through Friday and divide by 5 days/week. Round the attend hours to the nearest half hour. 'Attend hours' is a required field for all Institutions.

NOTE to postsecondary Institutions: Use 6.0 as the attend hours for postsecondary full-time students and 3.0 for postsecondary part-time students.

Home High School:

The 'home high school', indicating the high school or middle school that is sending the student to an area technology center or community/technical college, is recorded in this field. Click on the arrow to display the list of available 'home high schools' for your area technology center or community/technical college. Click on a choice to select it. It is a required field for all secondary students at an area technology centers or technical colleges. (Home high schools are sometimes referred to as 'feeder' schools.) Leave this field blank if the student is not coming to your school from another high school or feeder school or for postsecondary students.

NOTE: Home Schooled Students Attending an ATC or CTC: If a student is being home schooled, select the name of the high school that the student would have attended if not being home schooled. This information is necessary for funding calculations.

Enrollment Date

The enrollment date entered when the student was originally enrolled for the school year is displayed on this screen. The enrollment date defaults to the current date. To change the default enrollment date, highlight the default date and key the correct date.

Credit Hours

The number of technical credit hours that the student has successfully completed is entered into this field. This is now a required field for all students at both secondary and postsecondary institutions.

Disability

Career and technical students who have a disability and need some instructional accommodation must have documentation on file at the school. (See Chapter 4/Documentation.) An individual education plan (IEP) identifies the accommodation needed in the technical education program.

- Mild mental disability
- Functional mental disability
- Hearing impairment
- Autism
- Speech/Language impairment
- Visual Impairment
- Emotional behavioral disability
- Orthopedic impairment or physical
- Other health impairment
- Deaf/Blind
- Multiple disabilities
- Specific learning disability

Disadvantaged Conditions

The 'disadvantaged' field records any economic disadvantaged condition that a student may have. This field is left blank if the student is not economically disadvantaged. Click on the arrow to select 'disadvantaged'.

Documentation of economically disadvantaged status must be kept on file at the home school and any area technology center attended by the student for a minimum of five years. (See Chapter 4/Documentation.)

To qualify as disadvantage, a student must meet at least one of the following criteria.
- **Economic** – The qualifying individual is one who is:
  Secondary students:
    o eligible for free or reduced lunch or
    o eligible for aid to families with dependent children
  Post-secondary students:
    o recipient of a Pell Grant or
    o receives funds under WIA

NOTE: Students with an academic disadvantage are no longer recorded in TEDS.

Special Populations

Documentation of the reason that the student qualifies as being one of the special populations listed below must be kept on file at the home school and any area technology center attended by the student. Postsecondary schools must also maintain documentation for students marked as a special population. (See Chapter 4/Documentation.)

- Displaced homemaker – A person entering or returning to the workplace after caring for family without remuneration and for that reason has diminished marketable skills. The student has been

dependent on the income of another family member but is no longer supported by that income. Referral from Social Services, Aid to Dependent Children or self-reporting to a counselor when requesting some assistance are other options for obtaining this information.

- Single parent – Any single mother or father who is unmarried or legally separated and has a minor child(ren) for which the parent has custody or joint custody. Most schools receive this information when students self-report the situation. Some schools have a daycare center on campus for students and may have this information available from the daycare center. Referral from Social Services or Employment Services is another method for obtaining the data.
- Single pregnant woman – Any single or legally separated pregnant female student (both postsecondary and secondary) enrolled in a technical education program may qualify for this type of special population. Single fathers are not included in this population. The two most common methods for a school to obtain this information are through the student self-reporting the condition or through a request for special accommodation due to the pregnancy.

Dual Credit:

Dual credit, where the students earn secondary and postsecondary credit for the same course, is awarded to all secondary students who complete a technical education program and graduate from high school and enroll in a postsecondary Institution where there is an articulation agreement with the secondary Institution. In some cases students who do not complete an entire program but earn three credits in their program of choice, graduate from high school and enroll in a postsecondary Institution where there is an articulation agreement with the secondary Institution also receive dual credit. Enrollment data for dual credit students is entered by the high school or ATC in which the secondary student is enrolled. Enter the numbers of credit hours that the secondary student will receive toward high school graduation.

The dual credit is not awarded at the postsecondary level until the student enrolls as a postsecondary student at a Community or technical college or university. Therefore, the community and technical colleges or universities **do not** enter enrollment data into TEDS for dual credit students. The amount of credit given to students as a postsecondary student is based on the individual agreements between the secondary and postsecondary Institutions.

This is now required data for those students who earn dual credit.

Dual Credit School:

Select the name of the postsecondary Institution that will be awarding the dual credit to the student.

Dual Enrollment:

Some secondary students enroll in college courses while they are currently attending high school, and they are considered dual enrollment. (The students are physically attending both Institutions.) When these students graduate from high school and enroll in the postsecondary Institution, they receive articulated credit for the postsecondary course taken at the same time they were completing high school. These dual enrollments are usually in required academic courses such as English. In addition, area technology centers operated by the Kentucky Office of Career and Technical Education have some dual enrollment agreements with the Kentucky Community and Technical College campuses to give postsecondary credit for the technical courses the students took as a secondary student after they enroll as a postsecondary student in the postsecondary Institution.

Enrollment data for dual enrollment students is entered by the high school or ATC in which the student is enrolled **and** by the postsecondary Institution **ONLY IF**:

- The secondary student is physically attending the postsecondary Institution and the high school
- The secondary student is enrolled in a technical program at the postsecondary Institution and at the high school
- The secondary student is taking technical courses at the postsecondary Institution and at the high school

On-line Courses:

Enrollment for students who are taking technical courses taught on-line may be entered into TEDS.

Students Enrolled In On-line and On-Campus Courses – The method of delivering the course does not impact the enrollment record. The student must be enrolled in a technical program and taking at least one technical course. The on-line courses would be included in calculation of whether the student is full-time/part-time in the same way as the on-campus courses. The Institution where the student is taking on-campus courses would enter an enrollment record for the student.

Students Enrolled in On-line Courses Only – The method of delivering the course does not impact the enrollment record. The student must be enrolled in a technical program and taking at least one technical course. The Institution offering the on-line course(s) would enter an enrollment record for the student as if the student were taking on-campus courses.

The section name allows schools to assign a name to each program section that is more meaningful to the school. The section name and number will be different for each group of students enrolled in the same program. All programs must have a section name and number assigned regardless of the level of the program. The dropdown boxes for sections display the section names that have been previously assigned. You can either choose one of the existing sections to work with or you can press the 'New Section' button to create a new section. Each program will begin numbering sections with the section number '1'. Schools may choose to enroll all students into the same program section or to one of multiple sections.

Termination status

Under Perkins IV regulations, schools are accountable for the outcome for all students who enroll in a technical program until the 'normal amount of time has passed for the student to complete or graduate'.

The student may leave your school before the 'normal amount of time' has passed for one of the following reasons. It the student qualifies as having one of these four reasons, enter a termination status for the student for the last school year in which the student attended courses in the technical program. Otherwise, do not enter the termination status until the year the student should complete the program.

The four qualifying events for entering a termination status before the student should graduate:

- The student successfully completes the requirements and graduates from high school and exits secondary education or has completed the requirements for a credential and exits postsecondary education.

- The student drops out of school completely.

- The student transfers to a different school.

- The student is deceased.

If the student exits the program and is no longer enrolled at the school during the school year, enter the appropriate termination status.

Note: Each school year begins on July 1 and ends the following June 30. If a postsecondary student finishes the requirements for a credential and leaves the program during summer school (after July 1), the student must be enrolled in the new school year. The termination status must be entered into the enrollment record for the new school year.

Termination date

Enter the date the student exited the program. Leave the field blank if the student is currently enrolled in the program section.

GPA

The GPA is not required for any students under Perkins IV regulations. If a school decides to provide a GPA for their students, enter the overall cumulative GPA for the student using a scale where 4.0 is considered an A. The GPA should include both academic and technical course grades.

Federal Reporting Indicator

The federal reporting indicator designates the one career and technical education program in which a student will be included when non-duplicated count reports are generated for accountability and funding. Each student's federal reporting indicator can be marked for only one program enrollment per school year.

If a student is enrolled in only one technical program during a school year, the 'Federal Reporting' indicator would be marked for that program.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. If the report is produced as 'non-duplicated' counts, each student is counted one time and only in the program in which the Federal Report indicator is checked. The number of hours or blocks that a student is enrolled is not included in the calculation of the number enrolled in the Program Enrollment Report.

If a student has multiple enrollments during a school year, the following criteria are used to identify which program should have the Federal Reporting indicator marked.

The indicator must be marked once (and only once) for each student, regardless of the number of programs the student is enrolled in during a school year.

If a student has multiple enrollments with:

- A preparatory enrollment(s) and an exploring enrollment(s) – Mark the federal reporting indicator for only one preparatory enrollment.
- Multiple preparatory enrollments – Mark the federal reporting indicator for only one preparatory enrollment. The student's enrollment will be reported under that program when a non-duplicated report is run. Schools may use their own criteria for deciding which of the preparatory programs to identify for accountability and funding.
- Multiple exploring enrollments in preparatory programs – Mark the federal reporting indicator for only one exploratory enrollment. The student's enrollment will be reported under that program when a non-duplicated report is run. Schools may use their own criteria for deciding between the exploratory enrollments.

    NOTE: If a student has more a preparatory enrollment record in more than one program/career major and fulfills the requirements to be counted as a completer (using any of the termination statuses designated as a 'completer' status), be sure that the federal reporting indicator is marked for the program/career major in which the student completed the program. If said preparatory student cannot be a 'completer' and is enrolled in a program identified as nontraditional for his/her gender, mark the nontraditional program.

Limited English proficiency (LEP) indicator

A member of a national origin minority who does not speak and understand the English language in an instructional setting well enough to benefit from career studies to the same extent as a student whose primary language is English is identified as having limited English proficiency ('LEP') Documentation of a limited English proficiency condition must be kept on file. (See Chapter 4/Documentation.)

Inactive

Any student who does not take any technical education courses during a school year is considered inactive in that program. The 'Inactive' indicator is used to designate the student as inactive. The 'Inactive' indicator is specific to the designated school year.

Note: A rollover process will be run before each school year for each school to ensure that inactive students are tracked for the 'normal amount of time' that it would have taken the student to graduate. The rollover process will copy program section information and returning students to the new school year. (A returning student is one who does not have a termination status entered in their enrollment record at the end of a school year.) The rollover process will no longer marks the enrollment record in the new school year as inactive. The 'Inactive' indicator for students whose enrollment in the new school year is entered

though the import process will automatically be changed to active for the new school year. Schools that do not use the import process to enroll their students in the new school year will have to manually enter the check mark in the 'Inactive' indicator for each student.

Pell Grant Indicator

Place a check mark in the box to indicate the postsecondary student receives a Pell Grant. Leave the indicator blank for secondary students.

NOTE: The number of postsecondary students receiving a Pell Grant is part of the funding calculation so it is important to mark all students who receive the grant.

NOTE: Students enrolled in a technical program with a sequence of courses that is less than one year in length may be counted in the number of Pell Grant recipients reported even thought they may not be counted for accountability reporting. These students should be entered into TEDS using the program name/CIP code for the program as an 'exploring' student.

WIA Indicator

Place a check mark in the box to indicate the postsecondary student is a Workforce Investment Act (WIA) participant. Leave the indicator blank for secondary students.

Tech Prep indicator

Beginning with the 2009-2010 school year, the Tech Prep funding will be combined with the Perkins Basic Grant funding. Schools will no longer have to identify their students participating in a Tech Prep program. The 'Tech Prep' indicator will remain on screen for historical purposes.

Secondary: A 'Tech Prep' student is identified as a secondary education student who has enrolled in two courses in the secondary education component of a Tech Prep program.

The Tech Prep indicator may be checked when the student meets the definition of a Tech Prep student and enrolls in the first technical course of the program. Click on the check box beside the field name to place a check mark in the box. Leave this field blank if the student is not enrolled in a tech prep program. This information is included on the state Perkins accountability reports.

Postsecondary: A 'Tech Prep' student means a student who has completed the secondary education component of a Tech Prep program and has enrolled in the postsecondary education component of a Tech Prep program at an Institution of higher education or a 2 year apprenticeship program.

NOTE: A Tech Prep program is defined as one that combines a minimum of 2 years of secondary education and a minimum of 2 years of postsecondary education in a non-duplicative sequential course of study carried out under an articulation agreement or dual credit agreement.

IEP Indicator
Click to place a check in the box to indicate that an individual education plan is on file at your school for a student listed with a disability. Documentation of the qualifying reason that the student is considered to have a disability must be kept on file at the home school and any area technology center the student attends. (See Chapter 4/Documentation.) The IEP should identify any special accommodations needed so that the student may successfully progress through the program.

504 Plan Indicator

Click to place a check in the box to indicate that a 504 Plan is on file for students listed with a disability. Documentation that the student is has a disability must be kept on file at the home school and any area technology center or postsecondary Institution attended by the student. (See Chapter 4/Documentation.) The 504 Plan should identify any special accommodations needed so that the student may progress through the program.

13 O*Net Codes Screen

O*NET, the Occupational Information Network, is a comprehensive database of worker attributes and job characteristics. As the replacement for the *Dictionary of Occupational Titles* (DOT), O*NET is the nation's primary source of occupational information. The database contains information about knowledge, skills, abilities (KSAs), interests, general work activities (GWAs), and work context for each CIP code or program.

O*Net Codes are assigned to each possible exit point within a program. For example, in the Administrative Services/Office Tech program, some of the available O*Net codes are Receptionist, Word Processor and Typist, Office Assistant and Administrative Assistant.

O*Net information is now required for all schools. Schools must assign the highest exit point

O*Net for the technical program upon the student's completion of the occupational program and graduation from the Institution. Lower O*Net titles may be entered in addition to the highest O*Net title, if desired.

615 To assign an O*Net code:
From the Edit Enrollment screen:
- Click the O*Net Codes link.
- A list of the O*Net codes already assigned to the student will be displayed.
- If a new code needs to be added, click on 'New Assignment' at the top of the screen.
- A list of available O*Net codes for the program in which the student is enrolled will be displayed.
- An O*Net Default Date is shown above the list of O*Net codes. If a date is keyed into this field, that date will be automatically entered for each O*Net code assigned to the student without the user having to retype the date for each code.
- Click to place a check in the 'Select' box on the line of the O*Net code(s) that the student has earned.
- Enter the Date Earned unless it was entered using the default date.
- Save the record.

14 Industry Certificate Screen

Industry certificates are those credentials for which the student must pass a test that has been validated/approved by the business or industry. Validated/approved indicates that a student who has successfully passed the test is prepared to work in that field. The list of available industry certificates is maintained by OCTE Central Office.

616 To assign an Industry Certificate:
From the Edit Enrollment screen:
- Click the 'Industry Certificates' link at the top of the screen.
- A list of the industry certificates already assigned to the student will be displayed.
- If a new certificate name needs to be added, click on 'New Assignment' at the top of the screen.
- A list of available industry certificates will be displayed.
- A 'Default Date' is shown above the list of industry certificates. If a date is keyed into this field, that date will be automatically entered for each industry certificate assigned to the student without the user having to retype the date for each code.
- Click to place a check in the 'Select' box on the line of the industry certificate(s) that the student has earned.
- Enter the Date Earned unless it was entered using the default date.
- Save the record

15Credentials Screen

The type of credential earned by the student is recorded on the Student Enrollment/Credentials screen. The exact name of the credential is not entered into TEDS.

Available credentials are:

- Associate degree – Postsecondary two-year degree
- High School Diploma – High school graduation
- Program Certificate – Secondary or postsecondary program certificate
- Program Diploma – Secondary or postsecondary program diploma
- Technical degree – Postsecondary two year degree in a technical program
- KOSSA certificate – Secondary certificate indicating that the student passed the KOSSA test for their program

615To assign a Credential:
From the Edit Enrollment screen:
- Click the 'Credentials' link at the top of the screen.
- A list of the credentials already assigned to the student will be displayed.
- If a new credential needs to be added, click on 'New Assignment' at the top of the screen.
- A list of available credentials will be displayed.
- A 'Default Date' is shown above the list of credentials. If a date is keyed into this field, that date will be automatically entered for each industry certificate assigned to the student without the user having to retype the date for each code.
- Click to place a check in the 'Select' box on the line of the credential(s) that the student has earned.
- Enter the Date Earned unless it was entered using the default date.
- Save the record

16WBL (Work Based Learning) Screen

Work-based learning is primarily an opportunity for secondary students to experience 'real world' activities while Currently enrolled in the technical program although postsecondary students may also participate in such activities as cooperative education, clinicals etc. This information is not included in the Perkins accountability reporting but is provided for state use and school use.

Work-based learning activities include:
- Clinical experience
- Co-operative education
- Entrepreneurial program
- Internship
- Mentoring
- Practicum
- Registered apprenticeship
- Registered pre-apprenticeship
- School-based enterprise

615To Enter Work Based Learning (WBL)
From the Edit Enrollment screen:
- Click the 'WBL' link at the top of the screen.
- A list of the WBL activities already assigned to the student will be displayed.
- If a new WBL activity needs to be added, click on 'New Assignment' at the top of the screen.

- Enter the name of the company where the work based learning took place in the 'Company' search field. The city name may be entered if desired.
- Click Search.
- A list of company names meeting the search criteria will be displayed.
- Click to select the type of work based learning from the 'WBL' column on the same line as the appropriate company name.
- Click to place a check in the 'Select' box on the line of the credential(s) that the student has earned.
- Enter the Total Hours Worked, if provided.
- Enter the Salary Earned, if provided.
- Enter the time frame for which the salary provided was earned. Example: Hourly, Monthly etc.
- Save the record

Note: Work based learning information is required only for the area technology centers operated by the KY Office for Career and Technical Education for SACS reporting purposes. Other schools are highly encouraged to enter the results of their work based learning activities.

17KOSSA Screen

The individual test results for students who took the KOSSA test are imported into TEDS by the TEDS Administrator in the OCTE Central Office. Schools will be notified once the test results have been imported into the TEDS database. Data fields on the KOSSA screen include:
- Skill Standard – the name of the test
- MCScore – the student's score on the multiple choice section
- Scenario – the student's score on the written section
- Passed – a 'yes/no' field indicating whether the student passed the KOSSA test. The results listed in this field are calculated by TEDS 3. Do not try to enter any data into this field.
- Edit – Click on the link to edit previously entered KOSSA test results
- Remove – Click to put a check mark in the box for any KOSSA test results that have been entered in error for the student. Click 'Remove' to delete the test result.

Most KOSSA tests have two parts and the student must pass each part to successfully pass the KOSSA test. There are some exceptions to this. For example, Manufacturing has only the MC Score part of the test. Students pass or fail the KOSSA test based on the one test result. Medicaid Nurse Aide (MNA) has the MC Score test but not the Scenario test. MNA also has a hands-on test. The MNA student must pass the MC Score test and the hands-on test in order to pass the KOSSA test. The TEDS 3 KOSSA screen will display the correct test results fields for the KOSSA test that was taken. TEDS 3 is programmed to compare the students test results against the requirements for passing that particular KOSSA test and display whether the student passed the test.

Four things must be true before the student's test results may be imported into TEDS.
- Each KOSSA test must be identified on master tables in TEDS as valid for certain CIP codes/programs/career majors.
- The KOSSA test taken by the student must be identified in TEDS as valid for the CIP code/program/career major in which the student is enrolled in TEDS.
- The CIP code/program/career major must be listed as taught at the school in which the student is enrolled and a program section must be set up in TEDS.
- The student taking the KOSSA test must be enrolled in TEDS in the CIP code listed for the particular KOSSA test being taken.

If any of the items listed above are not true, the student's KOSSA test results will not be imported into TEDS.

Schools may manually results for any student who test results failed to import into TEDS 3.

615To Enter KOSSA Results Manually:

From the Edit Enrollment screen:

- Click the 'KOSSA' link at the top of the screen.
- A list of the KOSSA scores already assigned to the student will be displayed.
- If a new KOSSA test result needs to be added, click on 'New KOSSA' at the top of the screen.
- Select the name of the KOSSA test taken by the student.
- Enter the test results in the appropriate column:
- MC Score - enter the results of the multiple choice part of the test.
- Scenario – enter the results of the scenario portion of the test. NOTE: Manufacturing and Medicaid Nurse Aid do not have a scenario part to the test.
- Pass – Click to put a check in the box if the student passed the hands-on portion of the Medicaid Nurse Aid test. Note: MNA is the only test currently using a hands-on/demonstration segment to the test.
- Save the record

The test results may be viewed on the individual student's Enrollment/KOSSA screen. Although individual results may not be printed, a report is available to print aggregate results. (See Chapter 13/Reports)

18Termination Screen

This screen displays a list of all of the students in the section. The Student's SSN, SSID, objective, education level, termination status and termination date are displayed.

A student may be terminated from the section by entering a date and status on this screen. A default date is supplied at the top of the screen. This field is used when you have several students to terminate with the same date. You can enter the date once in the default field and that date will be used for all terminations during this update. The default date field defaults to today's date. When you select a termination status, the default date will automatically be put in the termination date field. You may currently edit the termination date simply by typing over the default.

The student objective, education level and termination status must be compatible with each other. Screen edits have been added to prevent entering a termination status that is not correct for the student objective and education level.

Under Perkins IV regulations, schools are accountable for the outcome for all students who enroll in a technical program until the 'normal amount of time has passed for the student to complete or graduate'.

The student may leave your school before the 'normal amount of time' has passed for one of the following reasons. It the student qualifies as having one of these four reasons, enter a termination status for the student for the last school year in which the student attended courses in the technical program.

The four qualifying events for entering a termination status:

- The student successfully completes the requirements and graduates from high school and exits secondary education or has completed the requirements for a credential and exits postsecondary education.

- The student drops out of school completely.

- The student transfers to a different school.

- The student is deceased.

If the student exits the program during the school year, enter the appropriate termination status from the list below. A termination status must be entered for all of the student's program enrollments (active and inactive) for the school year.

615Termination Status For Exploring Students

'Exploratory exit' is the only termination status that can be selected for students enrolled in a preparatory program whose objective is shown as 'exploring'. 'Exploratory exit' is the only option that will be listed in the drop-down box if the objective field has a value of 'exploring'.

NOTE: If a student is listed as 'exploring' and qualifies for a termination status other than 'exploratory exit', the value in the objective field must be changed to 'preparatory' before other values will be listed in the drop-down box to select as the termination status for the student.

616 Termination Status For Preparatory Students

Any secondary level termination status other than 'exploratory exit' can be selected for a student (7th grade through 12th grade) whose objective is shown as 'preparatory' except for the ones indicating secondary graduation. 'Completer and hs grad' and 'graduated w/o completing program' will only be listed in the drop-down box for students whose education level is '12th grade'. 'Exploratory exit' will not be listed in the drop-down box if the objective field has a value of 'preparatory'.

'Completer', 'leaver' and 'transfer' are the three categories for the termination status for preparatory students. The definitions for the sub-types of each available termination statuses are:

617 Completers

- Completer - **Postsecondary** student who completes the program requirements to receive a credential for the technical program with an overall cumulative GPA of 2.0 or higher. This includes associate degrees, program diplomas and program certificates
  or
- Completer and HS graduate - **Secondary** student who is leaving secondary education and completes four or more credits in the program and also earns a high school diploma. The four credits must be within the same CIP code.

618 Leavers

- Leaver –
  - **Post-secondary** student who exits the technical program and does not complete the requirements for any credential (associate degree, program diploma, program certificate) or
  - **Secondary** student who does not complete the required 4 credits in the technical program or leaves school without graduating.
- Graduated without completing – Secondary preparatory student exits the technical program without completing 4 credits in the technical program but does receive a high school diploma.

619 Transfers

- Transfer – **Secondary or post-secondary** student who exits a technical program by changing to another technical program at the same school or changes to a different school. A secondary student who exits the technical program by returning to academic courses may also be counted as a transfer.

19 Aggregate Enrollment Screen

Only data for training programs developed for the general public (community education, upgrade, short-term programs, etc.) or exploratory experiences in such areas as Career Choices are entered into TEDS using the Aggregate Data screen.

NOTE: Business and Industry programs (also called T & D) represent short-term program training provided by KY Tech as requested by business and industry. These programs are customized to fit the needs of business and industry and dedicated to their requests. DTE Central Office person working with T & D enters Training and Development programs into TEDS using the T & D screens.

The Aggregate Enrollment screen allows the user to enter collective data about the group of students in a section of an exploratory activity. Use this option instead of generating an individual enrollment record for each student participating in the exploratory activity.

NOTE: Enter enrollment data for students enrolled in a secondary exploratory program such as Career Choices using the Student/Class List/Enrollment screen. Enter 'exploring' in the Objective field. Do not enter the aggregate totals for the exploratory program on the Aggregate screen.

Students in the section are grouped by demographic breakdown. The top of the screen displays the information about the program section that you are currently working with. The middle part of the screen has the various criteria that are used to describe each sub-group of students. The bottom of the screen is comprised of a listing of the entries that you have made. The total number of students in the list is shown in the Batch Total at the very bottom of the screen.

The list displays the entries that have been made for each group. The width of the columns in the list is dependent upon the longest value in each of the columns. For example, the Disability column is narrow when empty or when there is a short entry such as 'Autism'. The Disability column width for the entire list grows to maximum size when the entry for 'Orthopedic Impairment or Physical (H)' is used for any group of students. Use the slide bar at the bottom of the list to navigate right and left to see the complete entries.

615Add New Entries to the Aggregate Data Screen
Follow these steps to add a new entry in the list:

- Press the 'Add New' button. This will highlight, in yellow, the minimum fields that must be entered in order to make a new row (number of students, student level, race, and sex).
- Type the **number of Students** that are being described by the criteria. Press tab to get to the next field or click the next field with the mouse.
- Use the dropdown box for **Education Level** and chose the appropriate entry. Enter the grade level for secondary students. Use "post secondary" for post secondary students.
- Choose the **Gender** of the group of students.
- Select the **Race** of the group of students.
- These are the fields that must be filled in. At this point, the 'Save' button is activated and may be used to generate the new list entry. The rest of the fields are optional and are used to further describe the grouping of students. If there are no other applicable fields to fill in then press the 'Save' button to add this group to the list.
- Fill in the remaining fields as needed to describe this unique grouping of students:
  Disability –
  ➢ If there are no students who qualify as having a disability leave the field blank.
  ➢ If student(s) qualify as having a disability, find the total number of students with each type of disability and the same value for the choices in the other fields. Choose a disability from the list and select the appropriate value for the other fields. Enter the total number of students with that disability in the "students" field.
  ➢ If more than one student has a disability but the disabilities are different, enter each group of students with the same disability (and the same choices in the other fields) separately. Enter the total for the group in the "Student #" field.
  Disadvantage –
  ➢ If there are no students qualifying as economically disadvantaged leave the field blank.
  ➢ If student(s) qualify as economically disadvantaged, find the total number of students who are disadvantaged and have the same value for the choices in the other fields (education level, race, gender, disability etc). Choose economic disadvantage from the list and select the appropriate value for the other fields.

  Special Populations –
  There are three special populations identified under Perkins III that do not have specific fields to collect the data. They are:
  ➢ Displaced homemaker – A person entering or returning to the workplace after caring for family without remuneration and for that reason has diminished marketable skills and has been dependent on the income of another family member but is no longer supported by that income. She must have qualified under the Perkins III 'displaced homemaker' grant to be included in this population.

> ➢ Single parent – Any single mother or father who is unmarried or legally separated and has a minor child(ren) for which the parent has total or joint custody. Most schools receive this information when students self-report the situation. Some schools have a daycare center on campus for students and may have this information available from the daycare center.
> ➢ Single pregnant woman – Any single or legally separated pregnant female student (both postsecondary and secondary) may qualify for this type of special population. Single fathers are not included in this population. The two most common methods for a school to have this information are through the student self-reporting the condition or through a request for special accommodation due to the pregnancy.

Once the fields reflect the values of the student(s) that have exactly the same status and the number of students have been indicated, click the "Save" button. This will move the data in the sub-group listed in the fields to a row in the list.

- **Work Based Learning** – If the secondary student in the sub-group has participated in any of the Work Based Learning activities, put a check in the box by left -clicking with the mouse. Work-based learning data is not required for Perkins accountability.
- **Tech Prep** – If the student(s) in the sub-group qualifies as a Tech Prep student, put a check in the box by left -clicking with the mouse. If no one qualifies as Tech Prep then leave the box empty.
- NOTE: A Tech Prep program is defined as one which provides technical preparation in a career field such as engineering, applied sciences, a mechanical, industrial or practical art or trade, agriculture, health occupations, business or applied economics and must do the following:
  - ➢ Combines at least two years of secondary and two years of post-secondary education in a sequential course of study without duplication of coursework.
  - ➢ Integrates academic, career and technical education and, if appropriate and available, work-based learning
    - ➢ Provides technical preparation for careers
    - ➢ Builds student competence in core academic and technical areas
    - ➢ Leads to an associate or baccalaureate degree or a post-secondary certification in a specific career field
    - ➢ Leads to placement in appropriate employment or further education

   Limited English – A member of a national origin minority who does not speak and understand the English language in an instructional setting well enough to benefit from career studies to the same extent as a student who primary language is English is identified as having limited English proficiency ('LEP'). Documentation of a limited English proficiency condition must be kept on file. (See Chapter 4/Documentation.)

To enter another group of student(s), press the 'Add New' button, make the entries to the values in the fields to reflect the demographics of the group. Click then "Save" button to move the next group to the aggregate list.

Continue until all student data has been entered for the program section.

Example:
There were 100 students in the program section:
50 students are white males in the 12th grade, with no values for the other fields.
1 student is a white, male, 12th grader, who is hearing impaired.
3 students are white, male, 12th graders, who are both economically and academically disadvantaged.
etc…

Nbr Studs	Ed Level	Race	Sex	Dis- ability	Disad- vantaged	Spec Pop	WBL	Tech Prep	LEP
50	12	White	Male						

1	12	White	Male	Hearing					
3	12	White	Male		Econ				
2	12	White	Male					Yes	
15	12	Black	Male						
4	12	Black	Male		Econ				Yes
1	12	Black	Male	Vision					
17	12	White	Female						
7	12	Black	Female						

100   Batch Total

616Editing an Entry

If you find that one of the entries in the list needs to be altered, you can edit any of the descriptive fields. Double click on the entry with the left button on the mouse. This will populate the edit fields in the middle of the screen. You may change an existing entry or add a new one for this group.

If you change your mind and do not want to alter the entry then press the 'Cancel' button. A pop-up box will ask "Are you sure you want to cancel the changes?". Press the OK button and the entry will be put back in the list without change. If you press the 'Cancel' button on the pop-up message then you will go back into edit mode on that entry and resume where you were prior to pressing the 'Cancel' button.

Once you have completed the changes to the entry, press the 'Save' button to update the database. Press this button just once, even if the system does not respond immediately. The amount of time that this save function takes depends on the line speed of your Internet connection.

617Deleting an Entry

If you find that you have made an entry in error then you may delete the entire entry from the list. Double click on the entry with the left button on the mouse. This will populate the edit fields in the middle of the screen. Press the 'Delete' button to remove the data from the database. Once the Delete function is done, there is no way that you get that entry back. You must generate a new entry if you want to recreate that data.

If you change your mind about deleting the entry prior to pressing the 'Delete' button then you can press the 'Cancel' button to put the entry back into the list. A pop-up box will ask "Are you sure you want to cancel the changes?" When you press the 'Cancel' button on the pop-up message then you will go back into delete mode on the entry and resume where you were prior to pressing the 'Cancel' button.

Chapter 7 FOLLOW UP

Student Follow Up

Six months after the school year ends, students who completed a career and technical program and graduated from the institution are contacted to determine how they transitioned to life after school. The Follow Up screen is used to input the students' responses about their current employment/ education/ military status. When the former student responds 'employed in a field related to training' or 'employed in a field not related to training', additional information is entered. The additional information includes name of employer/company, supervisor, number of hours worked and salary range. This information is one element of demonstrating the effectiveness of the instructional program.

TEDS is programmed to automatically select only those students who should be contacted for follow-up information. Student follow-up forms will be printed for secondary students who are listed as 12th grade, preparatory students and have a termination status of 'completer and hs grad'. Student follow-up forms will be printed for postsecondary preparatory students whose termination status is 'completer'.

It is necessary to generate the student Follow Up forms, even if the school does not need a printed copy of the forms. The process that generates the Follow Up forms also generates a blank Follow Up record for each student and assigns a document number to the student's record. The document number is then used to enter the student's response into TEDS.

NOTE: The document ID number assigned to a particular student's Follow Up letter will not match the document ID number assigned to an employer Follow Up letter for the same student. It is not intended to match. There are many more student Follow Up letters generated each year than employer Follow Up letters. Click the Print Report button for a list of the Follow Up letters and their corresponding document numbers for each type of Follow Up.

1Generating Student Follow Up Forms

If your school conducts its Follow Up process through another office in your school, it is not necessary to contact the student or employer for the same information a second time as long as the office has the documentation to confirm the information is complete, accurate and reliable. The Follow Up data must contain the required information to report to the U.S. Department of Education. The information should be transferred to the Student Follow Up Form generated from TEDS and must be kept on file for at least five years.

The print process generates the Follow Up letter and displays them on screen. It also assigns the document ID number used to enter the results into TEDS.

- Select Follow Up from the navigation tree at the left of the screen.
- Select Follow Up Letters from the drop-down box.
- Click on the circle beside 'Student' to select it.
- Select the school year.
- Click on Create Letters.
- Click the printer icon to send the Follow Up forms to the local printer.

TEDS will generate a Follow Up form for each student who was terminated as completing the program and graduating from the institution during the selected school year. The forms will be displayed on screen.

The Student Folio Report lists the student name, address and document number and is also available from this screen. The SSID or SSN may also be printed on the report if there is a checkmark placed in the box beside the data field name.

To generate the summary report:

Under 'Follow Up' from the navigation tree at the left of the screen:
- Select 'Generate Letters'.
- Click on the circle beside 'Student' to select it the type of follow-up to be printed..
- Select the school year.
- Select 'Word', 'Excel' or 'PDF' if an alternate format is desired.
- If you wish to include the student' SSN on the Student Folio Report, click the circle beside 'SSN'.
- If you wish to include the student' SSID on the Student Folio Report, click the circle beside 'SSID'.
- Click on 'Student Folio Report'.
- The report will be displayed on screen.
- Click the printer icon to send the summary report to the local printer.

A cover letter requesting the former student's assistance and explaining the Follow Up questionnaire should be included with the form. A sample cover letter is included in the Appendix.

NOTE: A blank copy of each of the three follow-up forms is available in the Downloads section of the navigation tree in the TEDS Forms folder.

2Entering Student Follow Up Data

Under 'Follow Up' from the navigation tree at the left of the screen:
- Select 'Enter Information'.
- Click on the circle beside 'Student' to select it.
- Select the school year.
- Enter the document number printed on the student Follow Up form in the 'Document #' field.
- Hit the Tab to move the cursor from the Document # field.
- Click the Select button.
- The 'Register Follow-up Information' screen will be displayed.

Information about the student is displayed in the 'Student Information' box of the screen. This information cannot be changed on the Follow Up screen.

The middle section of the screen is company information. If the student has provided information about the company where he/she is employed, the company name, address and phone number are recorded in the 'Company Information' section.

- Click on the 'Select Company' button.
- Enter the name of the company in the 'Search' field.
- Click 'Search'.

- If the name of the company is shown on screen:
  - ➤ Highlight the name of the company.
  - ➤ Click 'Select' on the same line as the company name to select the company and return to the previous screen.
  - ➤ The company information will be displayed on the Student Follow Up screen.

- If the company name is not shown on screen:
  - ➤ See Chapter 10/Company Menu for instructions on entering data for a new company.

It is possible to have contact information for multiple people at the same company. Each student record has space to enter the contact information for that person at the company who would be the contact for the former student. Simply enter the appropriate contact data for the selected student in the 'Contact Information' box.
First name
Last name
Phone number
Email address

The student's employment data is entered in the bottom section of the data entry screen.
- Select the student's response from the 'Employment Status' drop-down box.
- If provided, enter the 'Salary Amount ($)'.
- Indicate if the salary is for hourly, a week, month or year.
- Save the record.

Employer Follow Up

The Employer Follow Up screen is used to input the employer's response concerning the effectiveness of the technical training the student received. This is the second step in the student Follow Up procedures. Student Follow Up responses must have been entered into TEDS on the Student Follow Up screen prior to generating the Employer Follow Up Survey forms. Employer Follow Up Questionnaires are sent to employers of former students who responded they were "employed in a field related to training" or "employed in a field not related to training". Instructions for printing the student or employer Follow Up forms are found under "Generate Follow Ups Screen".

The Employer Follow Up Survey provides important information for program assessment. The information is used as aggregate data within each program. Employers' responses are not recorded by the individual students' names. The name of the employee (former student) is not printed on the form itself. A cover letter should accompany the survey form, explaining the purpose of the survey, identifying the employee as a former student, and asking the employer to complete the survey and rate the training received by the former student. Instructions for completing the survey are included in the letter.

TEDS assigns the "document ID" number when the form is generated and prints it on the form.

1 To print the employer questionnaires:

- Under 'Follow Up' from the navigation tree at the left of the screen:
- Select 'Generate Letters'.
- Click on the circle beside 'Employer' to select it as the type of follow-up.
- Select the school year.
- Click 'Generate Letters'.
- TEDS will generate a Follow Up form for the employer of each former student who responded to the student Follow Up process as 'employed in a field related to training' or 'employed in a field not related to training' during the selected school year. The forms will be displayed on screen.
- Click on the printer icon to send the Follow Up forms to the local printer.

A cover letter requesting the employer's assistance and explaining the Follow Up questionnaire should be included with the form. A sample cover letter is included in the Appendix.

2 To generate the summary report:

Under Follow Up from the menu bar at the top of the screen.
- Select 'Generate Letters'.
- Click on the circle beside 'Employer' to select it.
- Select the school year.
- Click on Print Report.
- The report will be displayed on screen. Click the printer icon to send the summary report to the local printer.

3 To enter the employer's responses to the Follow Up survey:

Under 'Follow Up' from the navigation bar on the left side of the screen.
- Select 'Enter Information'.

- Click on the circle beside 'Employer' to select it.
- Select the school year.
- Enter the document #.
- Click Select.
- Enter the employer Follow Up data.

4Data Fields

715Document Information

The information for the data fields in this box is printed on the "Employer Follow Up Form". When the document ID number is selected, TEDS will display this information onscreen.

There are three groups of data fields to record the employer's response. under. The employer will indicate his assessment of the former student's performance in each area by marking each item in the category with an "A" or "I". The employer will indicate a number rating between 1 and 5 in the 'Overall' data fields.

- Overall Technical Knowledge
  - Enter the employer's responses for "job knowledge", "equipment operation" and "basic skills".
  - Enter a number between 1 and 5 for the 'overall' field.
- Overall Work Attitude
  - Enter the employer's responses for "accepts responsibility", "punctuality", "works w/o (without) supervision", "willing to improve", "cooperates w/co-workers","complies w/mngt" and "work attendance".
  - Enter a number between 1 and 5 for the 'overall' field.
- Overall Rating
  - Enter the value listed by the employer for each type of rating: "work quality", "work quantity" and "overall rating". Values must be numeric and between 1 and 5.
- Save the record.

5To delete a student's employer Follow Up record:

- Under 'Follow Up' in the navigation tree on the left side of the screen.
- Select 'Enter Information'.
- Click on the circle beside 'Employer' to select it.
- Select the school year.
- Enter the document # to be deleted.
- Click the 'Delete' button.
- Click 'ok' to verify the record should be deleted.

Retention Follow Up

The Retention Follow Up, measuring retention in a positive placement for postsecondary students, is the last step in the Follow Up process. Retention Follow Up data is not required for secondary students. One year after the postsecondary student completes the program and is positively placed; he/she is contacted again to see if the employment/education status of the student has changed or remains the same. The form closely resembles the Student Follow Up form. If the former student responds 'employed in a field related to training' or 'employed in a field not related to training', 'continuing education' or 'military', information is entered. The information includes name of military company/branch, educational institution or employer/company, where he/she is employed, number of hours worked and salary. Comparison of the responses to the Student Follow Up and Retention Follow Up provides information used for federal and state accountability and program assessment.

Responses to the Retention Follow Up are entered using the Retention Follow Up screen.

Printing the retention Follow Up forms will also generate a blank Follow Up record to enter the retention data for each student.

1 To generate the retention Follow Up forms:

Under 'Follow Up' from the navigation tree on the left side of the screen.
- Select 'Generate Letters'.
- Click on the circle beside 'Retention' to select it.
- Select the school year.
- Click on 'Generate Letters'.

TEDS will generate a Follow Up form for each student who responded to the student Follow Up questionnaire as 'employed in a field related to training', 'employed in a field not related to training', 'military' or 'pursuing additional education'.

- The forms will be displayed on screen.
- Click the printer icon to send the Follow Up forms to the local printer.
- A summary report listing the student name, address and document number is also available from this screen.

A cover letter requesting the former student's assistance and explaining the Follow Up questionnaire should be included with the form. A sample cover letter is included in the Appendix.

2 To generate the summary report:

Under 'Follow Up' from the navigation tree on the left side of the screen.
- Select Follow Up Letters.
- Click on the circle beside 'Retention' to select it.
- Select the school year.
- Click on Print Report.
- The report will be displayed on screen.
- Click the printer icon to send the summary report to the local printer.

3 Entering Retention Follow Up Data

Under 'Follow Up' from the navigation tree on the left side of the screen.
- Select 'Enter Information'.
- Click on the circle beside 'Retention' to select it.
- Select the school year.
- Enter the document number printed on the retention Follow Up form in the 'Document #' field.
- Hit the Tab to move the cursor from the Document # field.
- Click the Select button.
- The student's retention Follow Up record will be displayed on screen.
- Enter the retention data.
- Save the record.

Information about the student is displayed in the top section of the screen. This information cannot be changed on the retention Follow Up screen.

The middle section of the screen is company information. The information provided by the student about the company where he/she is employed, the company name, address and phone number are displayed in the 'Company Information' section.

If the company information should be edited or changed:

- Click on the 'Select Company' button.
- Enter the name of the company in the 'Search' field.

- Click 'Search'.

If the student did not previously provide company information and a new company needs to be added to the student's retention record:
- Search for the company name.
- If the name of the company is shown on screen:
  - ➢ Highlight the name of the company.
  - ➢ Click 'Select' on the same line as the company name to select the company and return to the previous screen.
  - ➢ The company information will be displayed on the Student Follow Up screen.

- If the company name is not shown on screen:
  - ➢ See Chapter 10/Company Menu for instructions on entering data for a new company.

It is possible to have contact information for multiple people at the same company. Each student record has space to enter the contact information for that person at the company who would be the contact for the former student. Simply enter the appropriate contact data for the selected student in the 'Contact Information' box.
- First name
- Last name
- Phone number
- Email address

   The student's status is entered in the bottom section of the screen.
- Select the student's response from the 'Employment Status' drop-down box.
- If provided, enter the 'Salary Amount'.
- Indicate if the salary is for a week, month or year.
- If provided, enter the 'Hours Worked per Week'.
- Save the record.

4To delete a student's retention Follow Up record:

- Under 'Follow Up' from the navigation tree on the left side of the screen.
- Select 'Enter Information'.
- Click on the circle beside 'Retention' to select it.
- Select the school year.
- Enter the document # to be deleted.
- Click the Delete button.
- Click 'ok' to verify the record should be deleted.

Chapter 8 REPORTS

Numerous reports will be added to this menu option as their programming is completed. Individual instructions for each report are provided in this chapter of the manual. Reports already included in TEDS are:

- Aggregate Summary Report
- Attend Hours Report
- CATS Detail Report
- CATS Results Report
- CATS Summary Report
- Class List
- Credentials Earned Report Enrollment
- Duplicate Federal ID Report
- Employer Survey
- Enrollment Report
- Home School Report
- Industry Certificates
- KOSSA Results
- O*Net Titles
- Perkins 3 Performance Measures
- Perkins 4 Performance Measures
- Perkins 4 Summary Report
- Program Assessment Credentials Earned
- Program Completion Report
- Statistical Reports
    - Attend Hours Report
    - Disability
    - Disadvantaged
    - Employment-Transition Report
    - Retention Follow-up
    - Special Populations Report
    - Termination Status Report

To print any report:

- Select 'Reports' from the navigation tree on the left side of the screen.
- Select the report to be printed from the box on the 'Select Report' screen. Click Next.
- Select values from the various drop-down boxes, check boxes etc to customize the report for the particular group of students to be included on the report.

1Report Criteria:

District

Leave blank unless working at district or state level and have access to data from multiple schools.

Agency

Leave blank unless working at district or state level and have access to data from multiple schools.

School Type

Leave blank unless working at district or state level and have access to data from multiple schools.

Consortium

Leave blank unless working at district or state level and have access to data from multiple schools.

School

Select the school for which the report should be printed.

Effective Year

The school year for which the report is to be printed.

Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A non duplicate count report will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the **Program Level**

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary program names in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report. 'Continuing education', 'apprenticeship', 'regulatory' and 'upgrade' are other program levels available for printing.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are currently enrolled, choose 'all' from the drop-down box. If you wish to include only students with one particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12. The grouping 'Grades 11 and 12' has now been added.

2Sort Order

This is the area to select the sorting and subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'. A subtotal will be printed for each item included in the sort order.

815To select a sort order for the report:
- From the 'Available Fields' box, click to select the largest group to be included on the report. Example: School
- Click on the arrows pointing toward the 'Selected Fields' box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

The 'Selected Fields' box in the example would show: School
Program Area
Program Section

The report would print like this:
      School Name: Your School
      Program Area: Business and Administration

Program Section: Accounting/Data Processing
                        List of students with data
                    Administrative Support Services
                            List of students with data
                    Entrepreneurship
                            List of students with data
Program Area: Construction
Program Section (follows same breakdown as above)

3Additional Specific Report Criteria:

Placing a check mark in either of these boxes will add additional selection criteria to your report.

Pell Grant

Students whose enrollment records have been marked that the student receives a Pell Grant

Tech Prep

Students whose enrollment records have been marked that the student qualifies as a Tech Prep student

Once you have selected something in each drop-down box at the top of the screen, selected the data fields to be printed and the sort order for the report, you are ready to compile and print the report.

4Printing the Report:

- Click the 'Build Report' button to compile the report.
- The report will be displayed on screen.
- Click the printer icon to send the report to the local printer.
- Click the 'Cancel' button to exit without printing the report.

Enrolllment Report:

- Select 'Reports' from the navigation tree on the left side of the screen.
- Select the report to be printed from the box on the 'Select Report' screen. Click Next.
- Select values from the various drop-down boxes, check boxes etc to customize the report for the particular group of students to be included on the report.

1Report Criteria:

District

Leave blank unless working at district or state level and have access to data from multiple schools.

Agency

Leave blank unless working at district or state level and have access to data from multiple schools.

School Type

Leave blank unless working at district or state level and have access to data from multiple schools.

Consortium

Leave blank unless working at district or state level and have access to data from multiple schools.

School

Select the school for which the report should be printed. If the person requesting the report has access to only one school's data, the ''School' option will not be displayed and the report will be printed using the data from the school to which the requester has access. If the person has access to multiple schools, the option to select a school will be available.

Effective Year

The school year for which the report is to be printed.

Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A non duplicate count report will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the **Program Level**

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary program names in the report. Select either 'secondary' to include only

secondary programs or 'post-secondary' to include only post-secondary programs in the report. 'Continuing education', 'apprenticeship', 'regulatory' and 'upgrade' are other program levels available for printing.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are currently enrolled, choose 'all' from the drop-down box. If you wish to include only students with one particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Student Status

If you wish to include any student with an enrollment record for the selected school year, choose 'All Students' from the drop-down box. Select 'Active' to include only students who are/have taken courses during the selected school year. Select 'Inactive' to include only students who are not/have not taken any courses during the selected school year.

2 Sort Order

This is the area to select the sorting and subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'. A subtotal will be printed for each item included in the sort order.

To select a sort order for the report:

- Left From the 'Available Fields' box, click to select the largest group to be included on the report. Example: School
- Click on the arrows pointing toward the 'Selected Fields' box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.

- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

The 'Selected Fields' box in the example would show: School
                                                        Program Area
                                                        Program Section
The report would print like this:
        School Name: Your School
        Program Area: Business and Administration
        Program Section: Accounting/Data Processing
                                List of students with data
                          Administrative Support Services
                                List of students with data
                          Entrepreneurship
                                List of students with data
        Program Area: Construction
        Program Section (follows same breakdown as above)

NOTE: Leave the 'Selected Fields' box blank (nothing selected) to print a school-wide, alphabetical list of students. All enrollment records for each student will be printed together, making it easier to verify such data as the 'Federal Indicator', 'Student Status', 'Student Objective' or 'Termination Status'.

3Additional Specific Report Criteria:

Placing a check mark in either of these boxes will add additional selection criteria to your report.

Pell Grant

Students whose enrollment records have been marked that the student receives a Pell Grant

Tech Prep

Students whose enrollment records have been marked that the student qualifies as a Tech Prep student

Once you have selected something in each drop-down box at the top of the screen, selected the data fields to be printed and the sort order for the report, you are ready to compile and print the report.

4Printing the Report:

- Click the 'Build Report' button to compile the report.
- The report will be displayed on screen.
- Click the printer icon to send the report to the local printer.
- Click the 'Cancel' button to exit without printing the report.

Class List Report:

- Select 'Reports' from the navigation tree on the left side of the screen.
- Select the report to be printed from the box on the 'Select Report' screen. Click Next.
- Select values from the various drop-down boxes, check boxes etc to customize the report for the particular group of students to be included on the report.

1 Report Criteria:

District

Leave blank unless working at district or state level and have access to data from multiple schools.

Agency

Leave blank unless working at district or state level and have access to data from multiple schools.

School Type

Leave blank unless working at district or state level and have access to data from multiple schools.

Consortium

Leave blank unless working at district or state level and have access to data from multiple schools.

School

Select the school for which the report should be printed.

Effective Year

The school year for which the report is to be printed.

Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A non duplicate count report will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the **Program Level**

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary program names in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report. 'Continuing education', 'apprenticeship', 'regulatory' and 'upgrade' are other program levels available for printing.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are currently enrolled, choose 'all' from the drop-down box. If you wish to include only students with one particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Student Status

If you wish to include any student with an enrollment record for the selected school year, choose 'All Students' from the drop-down box. Select 'Active' to include only students who are/have taken courses during the selected school year. Select 'Inactive' to include only students who are not/have not taken any courses during the selected school year.

2Sort Order

This is the area to select the sorting and subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'. A subtotal will be printed for each item included in the sort order.

815To select a sort order for the report:
▪ Left From the 'Available Fields' box, click to select the largest group to be included on the report. Example: School
▪ Click on the arrows pointing toward the 'Selected Fields' box.
▪ Select the next smallest group. Example: Program Area
▪ Click on the arrows pointing toward the blank box.
▪ Select the next smallest group. Example: Program Section
▪ Continue until each group to be sorted has been selected.

The 'Selected Fields' box in the example would show: School

Program Area
Program Section

The report would print like this:

School Name: Your School
Program Area: Business and Administration
Program Section: Accounting/Data Processing
                            List of students with data
                    Administrative Support Services
                            List of students with data
                    Entrepreneurship
                            List of students with data
Program Area: Construction
Program Section (follows same breakdown as above)

816Additional Specific Report Criteria:

Placing a check mark in either of these boxes will add additional selection criteria to your report.

Pell Grant

Students whose enrollment records have been marked that the student receives a Pell Grant

Tech Prep

Students whose enrollment records have been marked that the student qualifies as a Tech Prep student

3Data to Show

Available Fields

A column is a data field that can be printed on the Class List report. Depending on the length of the data field, approximately 14 columns will print on a page. Some fields are longer than average and will reduce the number of columns that can be printed on the report. Disability and disadvantage are examples of the longer fields.

Selected Fields

The columns that have been selected to print on the report are shown in this box. The columns most often included on this report are pre-selected. You may add/remove columns to the 'Selected Groups' list.

To add fields to the report:

- Scroll down the 'Available Fields' box until the desired field is shown.
- Left click on the field name to highlight it.
- Click on the button with the arrows pointing toward 'Selected Fields'

To remove fields from the report:

- Scroll down the 'Selected Fields' box until the desired field is shown.
- Left click on the field name to highlight it.
- Click on the button with the arrows point toward 'Available Fields'.

Once you have selected something in each drop-down box at the top of the screen, selected the data fields to be printed and the sort order for the report, you are ready to compile and print the report.

4Printing the Report:

- Click the 'Build Report' button to compile the report.
- The report will be displayed on screen.
- Click the printer icon to send the report to the local printer.
- Click the 'Cancel' button to exit without printing the report.

Perkins 3 Performance Measures Report

- Select 'Reports' from the Main Menu.
- Select 'Institution Reports' from the drop-down box.
- From the 'Select Report' screen:
- Select Perkins 3 Performance Measures as the report to be printed from the Available Reports.

Selection Criteria:

District

Leave blank unless working at district or state level and have access to data from multiple schools.

Agency

Leave blank unless working at district or state level and have access to data from multiple schools.

School Type

Leave blank unless working at district or state level and have access to data from multiple schools.

Consortium

Leave blank unless working at district or state level and have access to data from multiple schools.

School
Select a working school from the 'School ' drop-down box

School Year
Select the school year for the report from the 'Year' drop-down box.

Performance Measure
Select the individual performance measure to be included on the report.

- Click Next.

The selection criteria needed for each individual Perkins 3 Performance Measure have been pre-programmed and cannot be changed. The user may choose only the school name, school year and performance measure for the report.

A group of check boxes is displayed on the right side of the screen under 'student criteria'. Placing a check in one of these check boxes will create a report that includes only students who have data in that particular field and also meet the pre-programmed selection criteria. For example: If a check has been placed in the 'disability' check box, the subsequent report will include only students who have a disability listed in the disability field on the student enrollment screen who met the pre-programmed selection criteria.

Data printed on the report includes the fields used as selection criteria and:

Performance Objective – the percent/goal to be met

Performance Measure – the name and number of the measure

Numerator – criteria that must be true for students to be included in the numerator

Denominator – criteria that must be true for students to be included in the denominator

Performance Measures Secondary Students

| 1S1 | Academic Attainment | **Numerator:** Preparatory 12th grade students who scored proficient or distinguished in Writing on the CATS exam |
| | | **Denominator:** All Preparatory 12th grade students who took the Writing test in CATS |

1S2 Technical Attainment **Numerator:** Preparatory 12th grade Completers

Denominator: Preparatory 9th – 12th grade Completers and Leavers and Transfers

2S1 School Graduation Completion **Numerator:** Preparatory 12th grade Completers and those who graduate without completing program
Denominator: Preparatory 9th – 12th grade Completers, those who graduate without completing the technical program, Leavers and Transfers

2S2 Diploma Credential **Numerator**: Preparatory 12th grade students who passed the State Skill Standards Test

Denominator: All Preparatory 12th grade who took the State Skill Standards Test and exited secondary education

3S1 Placement **Numerator:** Preparatory Completers with positive placement in student follow-up
Denominator: Number of Preparatory Completers

4S1 Participation in Non-Traditional

Programs **Numerator:** Female or male Preparatory 9th – 12 th grade students enrolled in programs marked on the Program Maintenance screen as non-traditional for that gender

Denominator: Total 9th – 12th grade enrollment in programs marked on the Program Maintenance screen as non-traditional for that gender

4S2 Program Completion of

Non-traditional Programs **Numerator:** Male or female Preparatory 12th grade Completers in programs marked on the Program Maintenance screen as non-traditional for that gender

Denominator: Total 9th – 12th grade Preparatory Completers in programs marked on the Program Maintenance screen as non-traditional for that gender

Performance Measures Postsecondary Students

1P1 Academic Attainment **Numerator:** Postsecondary preparatory completers with a 2.0 GPA or above

Denominator: Postsecondary preparatory completers, leavers, transfers

1P2 Technical Attainment **Numerator** Postsecondary preparatory completers with a 2.0 GPA or above

Denominator: Postsecondary preparatory completers, leavers, transfers

2P1   School Graduation Completion   **Numerator:**   Postsecondary preparatory completers with a 2.0 GPA or above

Denominator: Postsecondary preparatory completers, leavers, transfers

2P2   Diploma Credential   **Numerator:** Preparatory 12th grade students who passed the State Skill Standards Test and exited secondary education

Denominator: All Preparatory 12th grade who took the State Skill Standards Test and exited secondary education

3P1   Placement   **Numerator:** Postsecondary preparatory Completers with positive placement in student follow-up

Denominator: Postsecondary preparatory Completers

3P2   Retention   **Numerator:**   Postsecondary preparatory students retained in original placement or moved from original to another positive placement
Denominator: Postsecondary preparatory students with positive placements after graduation

4P1   Participation in Non-Traditional

Programs   **Numerator:** Female or male postsecondary preparatory students enrolled in programs marked as non-traditional for that gender

Denominator: Total postsecondary preparatory students enrolledt in programs marked as non-traditional for that gender

4P2   Program Completion of

Non-traditional Programs   **Numerator:** Male   or   female   postsecondary   preparatory Completers in programs marked as non-traditional for that gender

Denominator: Total postsecondary preparatory Completers, Leavers and Transfers in programs marked as non-traditional for that gender

Select the number/name of the Perkins Performance Measure that is to be included on the report. Performance measures are listed separately for secondary and postsecondary students because calculations are different for secondary students than postsecondary students. Each report will calculate the school's performance rate as required by Perkins III. The numbers used as the numerator and denominator in calculating the school's performance will be listed as well as the resulting percent. 'Met' or 'Not Met' will be listed beside the percent.

If Institution and Program are selected in the 'Sort Order' box, the performance results for each program will be printed as described above.

NOTE: School year 2007-2008 was the transition year in which states gathered baseline data and created a new State Plan in preparation for reporting under Perkins IV regulations.

Sort Order

This is the area to select the sorting and grouping for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the

smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'.

 To select a sort order for the report:

- Left click to select the largest group to be included on the report. Example: Institution
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

Report Format

Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. If the report should be printed using another format, select the desired formatting style from the drop-down box.

Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, view onscreen and printed.

Printing the Report:

- Click the 'Build Report' button to compile the report.

- The report will be compiled and displayed on screen.

- Click the printer icon to send the report to the local printer if a hard copy of the report is needed.

- Click the 'Cancel' button to exit without printing the report.

Perkins 4 Performance Measures Report

- Select 'Reports' from the navigation tree on the left of the screen.
- From the 'Select Report' screen:
- Select 'Perkins 4 Performance Measures' as the report to be printed from the 'Report' drop-down box.
- The 'Perkins Performance Report' screen will be displayed.

District

Leave blank unless working at district or state level and have access to data from multiple schools.

Agency

Leave blank unless working at district or state level and have access to data from multiple schools.

School Type

Leave blank unless working at district or state level and have access to data from multiple schools.

Consortium

Leave blank unless working at district or state level and have access to data from multiple schools.

School Year

Select the school year for the report from the 'School Year' drop-down box.

Report Scope

The Perkins 4 Performance Measures Reports may be run using the criteria for federal reporting or for an alternative criteria used within Kentucky for program assessment. The options are:

- Federal – Uses the federal agreed-upon performance levels (%'s). The State and each school must meet the %'s agreed upon for each performance measure. If a state does not meet the % but does meet 90% of the goal %, the school does not have to submit the Plan For Improvement for that performance measure.
- State – Uses a clause in Perkins 4 that allows a State to hold a school accountable for improving its performance by a minimum of 2% of the previous year's performance. This method is for use within the State and is not reported in the annual performance report.

Performance Measure

Select the Perkins 'Performance Measure' that you wish to print.

A group of check boxes is displayed on the right side of the screen under 'student criteria'. Placing a check in one of these check boxes will create a report that includes only students who have data in that particular field and also meet the pre-programmed selection criteria. For example: If a check has been placed in the 'disability' check box, the subsequent report will include only students who have a disability listed in the disability field on the student enrollment screen who met the pre-programmed selection critiera.

Data printed on the report includes the fields used as selection criteria and:

Performance Objective – the percent/goal to be met

Performance Measure – the name and number of the measure

Numerator – criteria that must be true for students to be included in the numerator

Denominator – criteria that must be true for students to be included in the denominator

1Student Criteria:

Institution

Select the school for which the report should be printed. If the person requesting the report has access to only one school's data, the 'Institution' option will not be displayed and report will be printed using the data from the school to which the requester has access. If the person has access to multiple schools, the option to select a school will be available.

Agency
The Agency option will be unavailable to schools. It is for Central Office use only.

District
Select the district number from the drop-down box to include all schools within a particular KDE school district on the report.

School Year
Select the school year for which the report is to be printed.

Special Pops

> Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

> Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

> Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

> Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

> Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

> Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

LEP

> Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

> Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

Workforce Investment Act (WIA)

Click to place a checkmark in the box beside WIA if the report should contain data only for students who have a check in the Workforce Investment Act (WIA box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

2Performance Measures Secondary Students

1S1/Academic Attainment/Reading & Language Arts

Numerator: Preparatory 12th grade students who scored proficient or distinguished in Reading/ Language Arts on the CATS exam

Denominator: All Preparatory 12th grade students who took the Reading/Language Arts test in CATS

1S2/Academic Attainment/Mathematics

Numerator: Preparatory 12th grade students who scored proficient or distinguished in Mathematics on the CATS exam

Denominator: All Preparatory 12th grade students who took the Mathematics test in CATS

1S3/Academic Attainment/Science

Numerator: Preparatory 12th grade students who scored proficient or distinguished in Science on the CATS exam

Denominator: All Preparatory 12th grade students who took the Science test in CATS

1S4/Academic Attainment/On Demand Writing

Numerator: Preparatory 12th grade students who scored proficient or distinguished in On-Demand Writing on the CATS exam

Denominator: All Preparatory 12th grade students who took the On Demand Writing test in CATS

2S1/Skill Attainment

Numerator: Preparatory 12th graders who passed technical assessment tests + completed the program and graduated high school

Denominator: Preparatory 12th graders who took technical assessment tests + completed the program and graduated high school + dropped out of school during the reporting year

3S1/Secondary School Completion

Numerator: Preparatory 12th graders who received a hs diploma, GED or other state recognized equivalent

Denominator: Preparatory 12th graders who received a hs diploma, GED or other state recognized equivalent + those who dropped out of high school during the reporting year

4S1/Student Graduation Rates

Numerator: Preparatory 12th graders who graduated in the reporting year

Denominator: All Preparatory students who left secondary education in the reporting year

5S1/Secondary Placement

Numerator: Preparatory Completers with positive placement on student follow up survey

Denominator: Preparatory Completers the previous year

NOTE: Positive placements for secondary students include those who responded as employed, pursuing additional education, in the military or in an apprenticeship.

6S1/Participation in Non-Traditional Programs

Numerator: Preparatory 9th – 12th grade students w/gender nontraditional for the CIP code enrolled in programs identified as non-traditional for that gender

Denominator: I 9th – 12th grade students enrolled in programs identified as non-traditional for that gender

6S2/Program Completion of Non-traditional Programs

Numerator: Male or female Preparatory 12th grade Completers in programs marked on the Program Maintenance screen as non-traditional for that gender

Denominator: Total 9th – 12th grade Preparatory Completers in programs marked on the Program Maintenance screen as non-traditional for that gender

3Performance Measures Postsecondary Students

1P1/Technical Skill Attainment

Numerator: Postsecondary preparatory students who passed the skill assessment test + postsecondary preparatory students who completed the program and received/were eligible to receive a credential

Denominator: Postsecondary preparatory students who took the skill assessment test + postsecondary students who received/were eligible to receive a credential + postsecondary preparatory students who left postsecondary education during the reporting year

2P2/Diploma Credential

Numerator: Preparatory 12th grade students who passed the State Skill Standards Test and exited secondary education

Denominator: All Preparatory 12th grade who took the State Skill Standards Test and exited secondary education

3P1/Placement

Numerator: Postsecondary preparatory Completers with positive placement in student follow-up

Denominator: Postsecondary preparatory Completers

NOTE: Positive placements for postsecondary students include those who responded as employed, in the military or in an apprenticeship.

3P2/Retention

Numerator: Postsecondary preparatory students retained in original placement or moved from original to another positive placement

Denominator: Postsecondary preparatory students with positive placements after graduation

4P1/Participation in Non-Traditional Programs

Numerator: Female or male postsecondary preparatory students enrolled in programs marked as non-traditional for that gender

4P2/Program Completion of Non-traditional Programs

Numerator: Male or female postsecondary preparatory Completers in programs marked as non-traditional for that gender

Denominator: Total postsecondary preparatory Completers, Leavers and Transfers in programs marked as non-traditional for that gender

5P1/Participation in Non-Traditional Programs

Numerator: Postsecondary students w/gender nontraditional for the CIP code enrolled in programs identified as non-traditional for that gender

Denominator: Total postsecondary preparatory students enrolled in programs marked as non-traditional for that gender

5P2/Program Completion of Non-traditional Programs

Numerator: Male or female postsecondary preparatory Completers in programs marked as non-traditional for that gender

Denominator: Total postsecondary preparatory Completers, Leavers and Transfers in programs marked as non-traditional for that gender

Performance measures are listed separately for secondary and postsecondary students because calculations are different for secondary students than postsecondary students. Each report will calculate the school's performance rate as required by Perkins 4. The numbers used as the numerator and denominator in calculating the school's performance will be listed as well as the resulting percent. 'Met' or 'Not Met' will be listed beside the percent. A second column will list whether the school's performance % met 90% of the State performance goal.

If Institution and Program are selected in the 'Sort Order' box, the performance results for each program will be printed as described above.

NOTE: Kentucky reported their accountability data under Perkins III definitions and regulations for school year 2007-2008. School year 2007-2008 was the transition year in which states gathered baseline data and created a new State Plan in preparation for reporting under Perkins IV regulations.

4Sort Order

This is the area to select the sorting and subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'. A subtotal will be printed for each item included in the sort order.

815To select a sort order for the report:
- From the 'Available Fields' box, click to select the largest group to be included on the report. Example: School
- Click on the arrows pointing toward the 'Selected Fields' box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

The 'Selected Fields' box in the example would show: School
                                                    Program Area
                                                    Program Section
The report would print like this:
        School Name: Your School
        Program Area: Business and Administration
        Program Section: Accounting/Data Processing
                                List of students with data
                            Administrative Support Services
                                List of students with data
                            Entrepreneurship
                                List of students with data
        Program Area: Construction
        Program Section (follows same breakdown as above)

5 Report Format

Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. If the report should be printed using another format, select the desired formatting style from the drop-down box.

Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, view onscreen and printed.

815 Printing the Report:
- Click the 'Build Report' button to compile the report.

- The report will be compiled and displayed on screen.

- Click the printer icon to send the report to the local printer if a hard copy of the report is needed.

- Click the 'Cancel' button to exit without printing the report.   .

Perkins 4 Summary Report

This report will compare the calculated results for each performance measure for two different school years

- Select 'Reports' from the navigation tree on the left of the screen.
- From the 'Select Report' screen select 'Perkins 4 Summary' as the report to be printed from the 'Report' drop-down box.
- The 'Perkins 4 Summary' screen will be displayed.

District

Leave blank unless working at district or state level and have access to data from multiple schools.

Agency

Leave blank unless working at district or state level and have access to data from multiple schools.

School Type

Leave blank unless working at district or state level and have access to data from multiple schools.

Consortium

Leave blank unless working at district or state level and have access to data from multiple schools.

School Year

Select the school year for the report from the 'School Year' drop-down box.

Compare To Year:

Select the school year to compare to the year chosen under 'School Year'.

Report Scope

The Perkins 4 Performance Measures Reports may be run using the criteria for federal reporting or for an alternate criteria used within Kentucky for program assessment. The options are:

- o Federal – Uses the federal agreed-upon performance levels (%'s). The State and each school must meet the %'s agreed upon for each performance measure. If a state does not meet the % but does meet 90% of the goal %, the school does not have to submit the Plan For Improvement for that performance measure.
- o State – Uses a clause in Perkins 4 that allows a State to hold a school accountable for improving its performance by a minimum of 2% of the previous year's performance. This method is for use within the State and is not reported in the annual performance report.

A group of check boxes is displayed on the right side of the screen under 'student criteria'. Placing a check in one of these check boxes will create a report that includes only students who have data in that particular field and also meet the pre-programmed selection criteria. For example: If a check has been placed in the 'disability' check box, the subsequent report will include only students who have a disability listed in the disability field on the student enrollment screen who met the pre-programmed selection critiera.

Data printed on the report includes the fields used as selection criteria and:

Performance Objective – the percent/goal to be met

Performance Measure – the name and number of the measure

Numerator – criteria that must be true for students to be included in the numerator

Denominator – criteria that must be true for students to be included in the denominator

1Student Criteria:

Institution
Select the school for which the report should be printed. If the person requesting the report has access to only one school's data, the 'Institution' option will not be displayed and report will be printed using the data from the school to which the requester has access. If the person has access to multiple schools, the option to select a school will be available.

Agency
The Agency option will be unavailable to schools. It is for Central Office use only.

District
Select the district number from the drop-down box to include all schools within a particular KDE school district on the report.

School Year
Select the school year for which the report is to be printed.

Special Pops

> Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

> Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

> Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

> Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

> Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

> Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

LEP

> Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

> Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

Workforce Investment Act (WIA)

Click to place a checkmark in the box beside WIA if the report should contain data only for students who have a check in the Workforce Investment Act (WIA box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

2Performance Measures Secondary Students

1S1/Academic Attainment/Reading & Language Arts
> **Numerator:** Preparatory 12th grade students who scored proficient or distinguished in Reading/ Language Arts on the CATS exam
> **Denominator:** All Preparatory 12th grade students who took the Reading/Language Arts test in CATS

1S2/Academic Attainment/Mathematics
> **Numerator:** Preparatory 12th grade students who scored proficient or distinguished in Mathematics on the CATS exam
> **Denominator:** All Preparatory 12th grade students who took the Mathematics test in CATS

1S3/Academic Attainment/Science
> **Numerator:** Preparatory 12th grade students who scored proficient or distinguished in Science on the CATS exam
> **Denominator:** All Preparatory 12th grade students who took the Science test in CATS

1S4/Academic Attainment/On Demand Writing
> **Numerator:** Preparatory 12th grade students who scored proficient or distinguished in On-Demand Writing on the CATS exam
> **Denominator:** All Preparatory 12th grade students who took the On Demand Writing test in CATS

2S1/Skill Attainment

> **Numerator:** Preparatory 12th graders who passed technical assessment tests + completed the program and graduated high school

> **Denominator:** Preparatory 12th graders who took technical assessment tests + completed the program and graduated high school + dropped out of school during the reporting year

3S1/Secondary School Completion
> **Numerator:** Preparatory 12th graders who received a hs diploma, GED or other state recognized equivalent
> **Denominator:** Preparatory 12th graders who received a hs diploma, GED or other state recognized equivalent + those who dropped out of high school during the reporting year

4S1/Student Graduation Rates

Numerator: Preparatory 12th graders who graduated in the reporting year

Denominator: All Preparatory students who left secondary education in the reporting year

5S1/Secondary Placement

Numerator: Preparatory Completers with positive placement on student follow up survey

Denominator: Preparatory Completers the previous year

NOTE: Positive placements for secondary students include those who responded as employed, pursuing additional education, in the military or in an apprenticeship.

6S1/Participation in Non-Traditional Programs

Numerator: Preparatory 9th – 12th grade students w/gender nontraditional for the CIP code enrolled in programs identified as non-traditional for that gender

Denominator: I 9th – 12th grade students enrolled in programs identified as non-traditional for that gender

6S2/Program Completion of Non-traditional Programs

Numerator: Male or female Preparatory 12th grade Completers in programs marked on the Program Maintenance screen as non-traditional for that gender

Denominator: Total 9th – 12th grade Preparatory Completers in programs marked on the Program Maintenance screen as non-traditional for that gender

3Performance Measures Postsecondary Students

1P1/Technical Skill Attainment

Numerator: Postsecondary preparatory students who passed the skill assessment test + postsecondary preparatory students who completed the program and received/were eligible to receive a credential

Denominator: Postsecondary preparatory students who took the skill assessment test + postsecondary students who received/were eligible to receive a credential + postsecondary preparatory students who left postsecondary education during the reporting year

2P2/Diploma Credential

Numerator: Preparatory 12th grade students who passed the State Skill Standards Test and exited secondary education

Denominator: All Preparatory 12th grade who took the State Skill Standards Test and exited secondary education

3P1/Placement

Numerator: Postsecondary preparatory Completers with positive placement in student follow-up

Denominator: Postsecondary preparatory Completers

NOTE: Positive placements for postsecondary students include those who responded as employed, in the military or in an apprenticeship.

3P2/Retention

Numerator: Postsecondary preparatory students retained in original placement or moved from original to another positive placement

Denominator: Postsecondary preparatory students with positive placements after graduation

4P1/Participation in Non-Traditional Programs

Numerator: Female or male postsecondary preparatory students enrolled in programs marked as non-traditional for that gender

4P2/Program Completion of Non-traditional Programs

Numerator: Male or female postsecondary preparatory Completers in programs marked as non-traditional for that gender

Denominator: Total postsecondary preparatory Completers, Leavers and Transfers in programs marked as non-traditional for that gender

5P1/Participation in Non-Traditional Programs

Numerator: Postsecondary students w/gender nontraditional for the CIP code enrolled in programs identified as non-traditional for that gender

Denominator: Total postsecondary preparatory students enrolled in programs marked as non-traditional for that gender

5P2/Program Completion of Non-traditional Programs

Numerator: Male or female postsecondary preparatory Completers in programs marked as non-traditional for that gender

Denominator: Total postsecondary preparatory Completers, Leavers and Transfers in programs marked as non-traditional for that gender

Performance measures are listed separately for secondary and postsecondary students because calculations are different for secondary students than postsecondary students. Each report will calculate the school's performance rate as required by Perkins 4. The calculated performance % and the performance goal % will be displayed for both selected years with 'Met' or 'Not Met' listed beside the percents.

If Institution and Program are selected in the 'Sort Order' box, the performance results for each program will be printed as described above.

4Sort Order

This is the area to select the sorting and subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'. A subtotal will be printed for each item included in the sort order.

815To select a sort order for the report:
- From the 'Available Fields' box, click to select the largest group to be included on the report. Example: School
- Click on the arrows pointing toward the 'Selected Fields' box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

5Report Format

Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets, Word or PDF documents. The Format field defaults to the standard TEDS format for the report. If the report should be printed using another format, select the desired formatting style from the drop-down box.

Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, view onscreen and printed.

815Printing the Report:

- Click the 'Build Report' button to compile the report.

- The report will be compiled and displayed on screen.

- Click the printer icon to send the report to the local printer if a hard copy of the report is needed.

- Click the 'Cancel' button to exit without printing the report.   .

Statistical Reports

Statistical reports will print a breakdown of the table values for a particular data field and the number of students who reported each of those table values. The data fields with individual statistical reports available are:

- ❖ Employment/Transition Follow-up
- ❖ Termination Status
- ❖ Special Populations
- ❖ Disability
- ❖ Disadvantage
- ❖ Attend Hours
- ❖ Retention Follow-up

To run one of the Statistical Reports:

- Select 'Reports' from the navigation tree on the left side of the screen.
- Select the report to be printed from the box on the 'Select Report' screen. Click Next.
- Select values from the various drop-down boxes, check boxes etc to customize the report for the particular group of students to be included on the report.

1Report Criteria:

District

Leave blank unless working at district or state level and have access to data from multiple schools.

Agency

Leave blank unless working at district or state level and have access to data from multiple schools.

School Type

Leave blank unless working at district or state level and have access to data from multiple schools.

Consortium

Leave blank unless working at district or state level and have access to data from multiple schools.

School Year

Select the school for which the report should be printed.

Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A non duplicate count report will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the **Program Level**

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary program names in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report. 'Continuing education', 'apprenticeship', 'regulatory' and 'upgrade' are other program levels available for printing.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are currently enrolled, choose 'all' from the drop-down box. If you wish to include only students with one particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Student Status

If you wish to include any student with an enrollment record for the selected school year, choose 'All Students' from the drop-down box. Select 'Active' to include only students who are/have taken courses during the selected school year. Select 'Inactive' to include only students who are not/have not taken any courses during the selected school year.

Report Type

Select the name of the report to be generated.

2Sort Order

This is the area to select the sorting and subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the

smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'. A subtotal will be printed for each item included in the sort order.

To select a sort order for the report:

- From the 'Available Fields' box, click to select the largest group to be included on the report. Example: School
- Click on the arrows pointing toward the 'Selected Fields' box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

The 'Selected Fields' box in the example would show: School
                                                                                                  Program Area
                                                                                                  Program Section

The report would print like this:
        School Name: Your School
        Program Area: Business and Administration
        Program Section: Accounting/Data Processing
                                        List of students with data
                                Administrative Support Services
                                        List of students with data
                                Entrepreneurship
                                        List of students with data
        Program Area: Construction
        Program Section (follows same breakdown as above)

3 Additional Specific Report Criteria:

Placing a check mark in either of these boxes will add additional selection criteria to your report.

Pell Grant

Students whose enrollment records have been marked that the student receives a Pell Grant

Tech Prep

Students whose enrollment records have been marked that the student qualifies as a Tech Prep student

Once you have selected something in each drop-down box at the top of the screen, selected the data fields to be printed and the sort order for the report, you are ready to compile and print the report.

4 Printing the Report:

- Click the 'Build Report' button to compile the report.
- The report will be displayed on screen.
- Click the printer icon to send the report to the local printer.
- Click the 'Cancel' button to exit without printing the report.

KOSSA Test Results Report

- Select 'Reports' from the navigation tree on the left side of the screen.
- Select the report to be printed from the box on the 'Select Report' screen. Click Next.
- Select values from the various drop-down boxes, check boxes etc to customize the report for the particular group of students to be included on the report.

1Report Criteria:

District

Leave blank unless working at district or state level and have access to data from multiple schools.

Agency

Leave blank unless working at district or state level and have access to data from multiple schools.

School Type

Leave blank unless working at district or state level and have access to data from multiple schools.

Consortium

Leave blank unless working at district or state level and have access to data from multiple schools.

School Year

Select the school year for which the report should be printed.

Effective Year

The school year for which the report is to be printed.

Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A non duplicate count report will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the **Program Level**

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary program names in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report. 'Continuing education', 'apprenticeship', 'regulatory' and 'upgrade' are other program levels available for printing.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are currently enrolled, choose 'all' from the drop-down box. If you wish to include only students with one particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Student Status

If you wish to include any student with an enrollment record for the selected school year, choose 'All Students' from the drop-down box. Select 'Active' to include only students who are/have taken courses during the selected school year. Select 'Inactive' to include only students who are not/have not taken any courses during the selected school year.

2Sort Order

This is the area to select the sorting and subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'. A subtotal will be printed for each item included in the sort order.

To select a sort order for the report:

- From the 'Available Fields' box, click to select the largest group to be included on the report. Example: School
- Click on the arrows pointing toward the 'Selected Fields' box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

The 'Selected Fields' box in the example would show: School
                                              Program Area

The report would print like this:

> School Name: Your School
> Program Area: Business and Administration
> Program Section: Accounting/Data Processing
>   List of students with data
>   Administrative Support Services
>   List of students with data
>   Entrepreneurship
>   List of students with data
> Program Area: Construction
> Program Section (follows same breakdown as above)

3 Additional Specific Report Criteria:

Placing a check mark in either of these boxes will add additional selection criteria to your report.

Pell Grant

Students whose enrollment records have been marked that the student receives a Pell Grant

Tech Prep

Students whose enrollment records have been marked that the student qualifies as a Tech Prep student

Once you have selected something in each drop-down box at the top of the screen, selected the data fields to be printed and the sort order for the report, you are ready to compile and print the report.

4 Printing the Report:

- Click the 'Build Report' button to compile the report.
- The report will be displayed on screen.
- Click the printer icon to send the report to the local printer.
- Click the 'Cancel' button to exit without printing the report.

Home School Report

The Home School Report is an option under Reports on the TEDS menu bar. Data from this report will be used to finalize FY SEEK allocations for the reporting year. One copy of this report is to be signed by local superintendents or principals verifying the accuracy of the data and returned to Tony Nunn in Central Office by the designated deadline. Prepare enough copies for each superintendent or principal to have one for their files.

Based on previous reports, the fastest and most accurate way to do this is for the ATC principals/TC directors to hand carry the report to local principals or superintendents and resolve discrepancies immediately. If an ATC/TC has students from more than one district, the local superintendent of each district sending students to that ATC/TC must sign the report.

The report will list each home school sending students to your ATC/TC. An unduplicated total number of students enrolled in each program area will be listed. The cumulative total number of all hours those students are scheduled to attend will also be listed. A subtotal for the individual home school, district and ATC/TC are provided.

NOTE: The student will be counted in the program in which the federal reporting indicator has been checked. If the indicator has not been checked for a student, that student will not be included in the counts for the report.

This report should include only the secondary students who **were enrolled on October 1, of the reporting year**. Students enrolled after this date may not be added to this report. If a change should have to be made, the change should be made to the enrollment count and the total hours on the program line, program area line, individual school line, district total line and ATC/TC school total line.

Please mail the verified and signed copies of the reports by the given deadline, to:

> Sarah Galliher
> 2014 Capital Plaza Tower
> 500 Mero Street
> Frankfort KY 40601

If your school is using block scheduling, please enclose a copy of the schedule showing the time periods that comprise each block.

1To Generate the Home School Report:

- If your userid has access to more than one school, be sure you are signed on to the correct school.
- Select Reports from the menu bar at the top of the screen.
- Select Reports from the navigation tree..
- Wait for the Select Reports screen to load.
- From the Select Reports screen, select 'Home School' from the Reports drop-down box.
- (The institution option will be inactive.)
- Select the appropriate school year.
- Click Next.
- (It will take a little time for the next screen to load. Please be patient.)
- The Home School Report – Options screen will be displayed.
- The institution name and school year that were previously selected are displayed.
- Click the 'Build Report' button and wait for report to compile.
- The finished report will be displayed on screen.
- Click the printer icon button at the upper left of the screen to send the report to the local printer. Be sure to print enough copies for each principal or superintendent to have one.
- Have the report signed by the principals or superintendents for your feeder schools.
- Submit the signed report to Sarah Galliher in Frankfort by COB on the designated deadline.

The name of your school and the school year are printed at the top of the first page as the selection criterion that was used to generate the report.

A long black line separates the selection criteria at the top of the page from the body of the report.

Your school name will be printed as the first line of the body of the report with a total enrollment for your school.

The title of the report is printed next.

A three-digit number identifies each district. Each district will be printed on a different page.

Beneath the district number is the name of the first feeder school from that district.

The first program area in which students from this district are enrolled is listed next. A total number enrolled in the programs within the program area is listed with the total attendance hours for those students.

The individual programs within the first program area are listed with the number of students enrolled and the total attendance hours for those students.

The report will page break between the information for each district and give areas for signatures.

The process repeats for each district that sends students to your school.

NOTE: The enrollment numbers are non-duplicated counts. Each student is counted only once under the program where the federal reporting indicator is checked for that student. The attendance hours includes every hour that the student is enrolled in a technical program at your school.

CATS Results Report

The results of the KOSSA tests administered each spring are recorded in a database maintained by the KDE Division for Career and Technical Education. Each year the TEDS Administrator will import the testing results for students enrolled in a technical program into TEDS. The testing results may be viewed on the Student Enrollment/KOSSA screen.

The reports in TEDS have been designed to allow schools maximum flexibility in printing reports. The arrows beside the field names indicate a drop-down box containing set values from which the user may choose. The person requesting the report may select any value in the drop-down boxes in any combination. This provides the capability of printing reports containing information required for a specific need.

Selection criteria fields are in the top left area of the report and have drop-down boxes used to select which students will be included in the report. You must select something from each of the drop-down boxes. If you want every student in the school for a particular school year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for the school year, choose a value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

A group of check boxes is displayed on the right side of the screen under 'student criteria'. Placing a check in one of these check boxes will create a report that includes only students who have data in that particular field and also meet the selection criteria listed in the drop-down boxes on the left side of the screen. For example: If a check has been placed in the 'disability' check box and 'all' was selected for each of the drop-down boxes, the subsequent report will include only students who have a disability listed in the disability field on the student enrollment screen. If 'preparatory' had been selected from the 'objective' drop-down box instead of all, the report in the example would print only preparatory students who have a value in the disability field.

When the CATS Results Report is generated using 'Institution' and 'program' in the Sort Order box, the CATS testing information includes a line of information for each CATS test taken by students from your school. Columns showing the total number of students who tested and number of students who passed that particular CATS test is followed by a breakdown of the number who tested and who passed the test by grade level.

After the summary of testing results by test, the same information listed above is shown for each program that had students test.

- Select 'Reports' from the navigation tree.
- From the 'Select Report' screen select CATS Results as the report to be printed.
- Click Next.
- From the 'CATS Results Report' screen, choose the appropriate selection criteria for the students to be included on the report.

Selection Criteria:

District

Leave blank unless working at district or state level and have access to data from multiple schools.

Agency

Leave blank unless working at district or state level and have access to data from multiple schools.

School Type

Leave blank unless working at district or state level and have access to data from multiple schools.

School Year

Select the school year for the report from the 'Year' drop-down box.

Consortium

Leave blank unless working at district or state level and have access to data from multiple schools.

Dupe/Non-Dupe
A report using a duplicated (dupe) count will count a student in every program in which the student has been enrolled during the school year. A report using a non-duplicated (non-dupe) count will count the student only in the program that has the 'federal reporting indicator' box checked for that school year.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the appropriate program name.

Program Level
The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary programs in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report. 'Continuing education', 'apprenticeship', 'regulatory' and 'upgrade' are other program levels available for printing.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Program Area

The 'program area' is the term identifying is an example of a program area. Examples of programs within the program 'Manufacturing' include Machine Tool Technology, Manufacturing Systems Technology, Quality Control Technology and Welding.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are currently enrolled, choose 'all' from the drop-down box. If you wish to include only students with a particular termination status, select that status from the drop-down box.

Student Status

If you wish to include any student with an enrollment record for the selected school year, choose 'All Students' from the drop-down box. Select 'Active' to include only students who are/have taken courses

during the selected school year. Select 'Inactive' to include only students who are not/have not taken any courses during the selected school year.

Cats Test

If you wish to include the results for only a particular test, select the test name from the drop-down box. Choosing 'All' will include all test results on the report.

1Student Criteria:

Special Pops

Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

LEP

Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

Workforce Investment Act (WIA)

Click to place a checkmark in the box beside WIA if the report should contain data only for students who have a check in the Workforce Investment Act (WIA box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

2Sort Order

This is the area to select the sorting and subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'. A subtotal will be printed for each item included in the sort order.

815To select a sort order for the report:
- From the 'Available Fields' box, click to select the largest group to be included on the report. Example: School
- Click on the arrows pointing toward the 'Selected Fields' box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

Page By Checkbox

Placing a checkmark in this box will page break the report by whatever the first field listed in the 'Sort Order' right-hand box. If 'test' is the first field listed, the report will page break when a new test is listed. If 'Institution' is the first field listed, the report will page break when there is a change in the school name.

3Report Format

Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. If the report should be printed using another format, select the desired formatting style from the drop-down box.

Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, view onscreen and printed.

4Printing the Report:

- Click the 'Build Report' button to compile the report.

- The report will be compiled and displayed on screen.

- Click the printer icon to send the report to the local printer if a hard copy of the report is needed.

- Click the 'Cancel' button to exit without printing the report.

CATS Summary Report

The results of the KOSSA tests administered each spring are recorded in a database maintained by the KDE Division for Career and Technical Education. Each year the TEDS Administrator will import the testing results for students enrolled in a technical program into TEDS. The testing results may be viewed on the Student Enrollment/KOSSA screen.

The reports in TEDS have been designed to allow schools maximum flexibility in printing reports. The arrows beside the field names indicate a drop-down box containing set values from which the user may choose. The person requesting the report may select any value in the drop-down boxes in any combination. This provides the capability of printing reports containing information required for a specific need.

Selection criteria fields are in the top left area of the report and have drop-down boxes used to select which students will be included in the report. You must select something from each of the drop-down boxes. If you want every student in the school for a particular school year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for the school year, choose a value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

A group of check boxes is displayed on the right side of the screen under 'student criteria'. Placing a check in one of these check boxes will create a report that includes only students who have data in that particular field and also meet the selection criteria listed in the drop-down boxes on the left side of the screen. For example: If a check has been placed in the 'disability' check box and 'all' was selected for each of the drop-down boxes, the subsequent report will include only students who have a disability listed in the disability field on the student enrollment screen. If 'preparatory' had been selected from the 'objective' drop-down box instead of all, the report in the example would print only preparatory students who have a value in the disability field.

When the CATS Summary Report is generated using 'Institution' and 'program' in the Sort Order box, the CATS testing information includes a line of information for each CATS test taken by students from your school. Columns showing the total number of students who tested and number of students who passed that particular CATS test is followed by a breakdown of the number who tested and who passed the test by results category (novice, apprentice, proficient or distinguished).

To generate the report:
- Select 'Reports' from the navigation tree.
- From the 'Select Report' screen select CATS Results as the report to be printed.
- Click Next.
- From the 'CATS Results Report' screen, choose the appropriate selection criteria for the students to be included on the report.

Selection Criteria:

District

Leave blank unless working at district or state level and have access to data from multiple schools.

Agency

Leave blank unless working at district or state level and have access to data from multiple schools.

School Type

Leave blank unless working at district or state level and have access to data from multiple schools.

School Year

Select the school year for the report from the 'Year' drop-down box.

Consortium

Leave blank unless working at district or state level and have access to data from multiple schools.

Dupe/Non-Dupe
A report using a duplicated (dupe) count will count a student in every program in which the student has been enrolled during the school year. A report using a non-duplicated (non-dupe) count will count the student only in the program that has the 'federal reporting indicator' box checked for that school year.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the appropriate program name.

Program Level
The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary programs in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report. 'Continuing education', 'apprenticeship', 'regulatory' and 'upgrade' are other program levels available for printing.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Program Area

The 'program area' is the term identifying is an example of a program area. Examples of programs within the program 'Manufacturing' include Machine Tool Technology, Manufacturing Systems Technology, Quality Control Technology and Welding.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are currently enrolled, choose 'all' from the drop-down box. If you wish to include only students with a particular termination status, select that status from the drop-down box.'

Student Status

If you wish to include any student with an enrollment record for the selected school year, choose 'All Students' from the drop-down box. Select 'Active' to include only students who are/have taken courses during the selected school year. Select 'Inactive' to include only students who are not/have not taken any courses during the selected school year.

5Student Criteria:

Special Pops

Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

LEP

Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

Workforce Investment Act (WIA)

Click to place a checkmark in the box beside WIA if the report should contain data only for students who have a check in the Workforce Investment Act (WIA box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

6Sort Order

This is the area to select the sorting and subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'. A subtotal will be printed for each item included in the sort order.

815To select a sort order for the report:
- From the 'Available Fields' box, click to select the largest group to be included on the report. Example: School
- Click on the arrows pointing toward the 'Selected Fields' box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

Page By Checkbox

Placing a checkmark in this box will page break the report by whatever the first field listed in the 'Sort Order' right-hand box. If 'test' is the first field listed, the report will page break when a new test is listed. If 'Institution' is the first field listed, the report will page break when there is a change in the school name.

7Report Format

Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. If the report should be printed using another format, select the desired formatting style from the drop-down box.

Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, view onscreen and printed.

8Printing the Report:

- Click the 'Build Report' button to compile the report.
- The report will be compiled and displayed on screen.
- Click the printer icon to send the report to the local printer if a hard copy of the report is needed.
- Click the 'Cancel' button to exit without printing the report.

Credentials Earned Report

The Credentials Earned Report will summarize the number of students who earned each individual credential in programs at the school, depending on the sorting and subtotals selected in the 'Sort Order' box. Selecting the 'details' box will print a list of individual students receiving each credential.

- Select 'Reports' from the Main Menu.
- Select 'Reports from the navigation tree.' from the drop-down box.
- From the 'Select Report' screen:
- Select Credentials Earned as the report to be printed from the Report drop-down box.
- Click Next.
- The Report Options screen for the selected report will be displayed.

The reports in TEDS have been designed to allow schools maximum flexibility in printing reports. The arrows beside the field names indicate a drop-down box containing set values from which the user may choose. The person requesting the report may select any value in the drop-down boxes in any combination. This provides the capability of printing reports containing information required for a specific need.

Selection criteria fields are in the top left area of the report and have drop-down boxes used to select which students will be included in the report. You must select something from each of the drop-down boxes. If you want every student in the school for a particular school year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for the school year, choose a value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

A group of check boxes is displayed on the right side of the screen under 'student criteria'. Placing a check in one of these check boxes will create a report that includes only students who have data in that particular field and also meet the selection criteria listed in the drop-down boxes on the left side of the screen. For example: If a check has been placed in the 'disability' check box and 'all' was selected for each of the drop-down boxes, the subsequent report will include only students who have a disability listed in the disability field on the student enrollment screen. If 'preparatory' had been selected from the 'objective' drop-down box instead of all, the report in the example would print only preparatory students who have a value in the disability field.

1Selection Criteria:

District

Leave blank unless working at district or state level and have access to data from multiple schools.

Agency

Leave blank unless working at district or state level and have access to data from multiple schools.

School Type

Leave blank unless working at district or state level and have access to data from multiple schools.

Consortium

Leave blank unless working at district or state level and have access to data from multiple schools.

School Year

Select the school year for the report from the 'Year' drop-down box.

Dupe/Non Dupe
A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A nonduplicated count report

will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the appropriate program name.

Program Level

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary programs in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report. . 'Continuing education', 'apprenticeship', 'regulatory' and 'upgrade' are other program levels available for printing.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are currently enrolled, choose 'all' from the drop-down box. If you wish to include only students with a particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Student Status

If you wish to include any student with an enrollment record for the selected school year, choose 'All Students' from the drop-down box. Select 'Active' to include only students who are/have taken courses during the selected school year. Select 'Inactive' to include only students who are not/have not taken any courses during the selected school year.

2Student Criteria:

Special Pops

Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

Non-Trad Female

Click to place a checkmark in the box beside Non-Trad Female if the report should contain data only for students who are enrolled in a program non-traditional to females as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

Non-Trad Male

Click to place a checkmark in the box beside Non-Trad Male if the report should contain data only for students who are enrolled in a program non-traditional to males as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

LEP

Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

3Sort Order

This is the area to select the sorting and subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'. A subtotal will be printed for each item included in the sort order.

815To select a sort order for the report:
- From the 'Available Fields' box, click to select the largest group to be included on the report. Example: School
- Click on the arrows pointing toward the 'Selected Fields' box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

4Format

Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. If the report should be printed using another format, select the desired formatting style from the drop-down box.

Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, view onscreen and printed.

5Printing the Report:
- Click the 'Build Report' button to compile the report.
- The report will be compiled and displayed on screen.
- Click the printer icon to send the report to the local printer if a hard copy of the report is needed.
- Click the 'Cancel' button to exit without printing the report.

O*Net Titles Report

The O*Net Titles Report will summarize the number of students who earned each individual O*Net title in programs at the school, depending on the sorting and subtotals selected in the 'Sort Order' box. A list of individual students receiving each O*Net title may be printed by selecting the 'details' box.

- Select 'Reports' from the Main Menu.
- Select 'Reports from the navigation tree.' from the drop-down box.
- From the 'Select Report' screen:
- Select O*Net Titles Report as the report to be printed from the Report drop-down box.
- Click Next.
- The Report Options screen for the selected report will be displayed.

The reports in TEDS have been designed to allow schools maximum flexibility in printing reports. The arrows beside the field names indicate a drop-down box containing set values from which the user may choose. The person requesting the report may select any value in the drop-down boxes in any combination. This provides the capability of printing reports containing information required for a specific need.

Selection criteria fields are in the top left area of the report and have drop-down boxes used to select which students will be included in the report. You must select something from each of the drop-down boxes. If you want every student in the school for a particular school year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for the school year, choose a value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

A group of check boxes is displayed on the right side of the screen under 'student criteria'. Placing a check in one of these check boxes will create a report that includes only students who have data in that particular field and also meet the selection criteria listed in the drop-down boxes on the left side of the screen. For example: If a check has been placed in the 'disability' check box and 'all' was selected for each of the drop-down boxes, the subsequent report will include only students who have a disability listed in the disability field on the student enrollment screen. If 'preparatory' had been selected from the 'objective' drop-down box instead of all, the report in the example would print only preparatory students who have a value in the disability field.

1Selection Criteria:

District

Leave blank unless working at district or state level and have access to data from multiple schools.

Agency

Leave blank unless working at district or state level and have access to data from multiple schools.

School Type

Leave blank unless working at district or state level and have access to data from multiple schools.

Consortium

Leave blank unless working at district or state level and have access to data from multiple schools.

School Year

Select the school year for the report from the 'Year' drop-down box.

Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A nonduplicated count report

will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the appropriate program name.

Program Level

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary programs in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report. . 'Continuing education', 'apprenticeship', 'regulatory' and 'upgrade' are other program levels available for printing.

Program Definition

The 'program definition' refers to whether the program provides the opportunity or students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by completing a 'preparatory' program. 'Exploratory' programs are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are currently enrolled, choose 'all' from the drop-down box. If you wish to include only students with a particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Student Status

If you wish to include any student with an enrollment record for the selected school year, choose 'All Students' from the drop-down box. Select 'Active' to include only students who are/have taken courses during the selected school year. Select 'Inactive' to include only students who are not/have not taken any courses during the selected school year.

Check Here For a Detailed Report

To print a list of students who received each O*Net title, click to place a checkmark in the box. The number of students receiving each O*Net title will be followed by a list of those students, according to what sorting and subtotals were requested in the 'Sort Order' box. Do not put a checkmark in the box if you want only the number of students receiving the O*Net title without a list of the student names.

2Student Criteria:

Special Pops

Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

Non-Trad Female

Click to place a checkmark in the box beside Non-Trad Female if the report should contain data only for students who are enrolled in a program non-traditional to females as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

Non-Trad Male

Click to place a checkmark in the box beside Non-Trad Male if the report should contain data only for students who are enrolled in a program non-traditional to males as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

LEP

Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

3Sort Order

This is the area to select the sorting and subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'. A subtotal will be printed for each item included in the sort order.

815To select a sort order for the report:
- From the 'Available Fields' box, click to select the largest group to be included on the report. Example: School
- Click on the arrows pointing toward the 'Selected Fields' box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

816Format
Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. If the report should be printed using another format, select the desired formatting style from the drop-down box.

Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, view onscreen and printed.

4Printing the Report:
- Click the 'Build Report' button to compile the report.
- The report will be compiled and displayed on screen.
- Click the printer icon to send the report to the local printer if a hard copy of the report is needed.
- Click the 'Cancel' button to exit without printing the report.

Industry Certificates Report

The Industry Certificates Report will summarize the number of students who earned each individual industry certificate title in programs at the school, depending on the sorting and subtotals selected in the 'Sort Order' box. A list of individual students receiving each industry certificate title may be printed by selecting the 'details' box.

- Select 'Reports' from the Main Menu.
- Select 'Reports from the navigation tree.' from the drop-down box.
- From the 'Select Report' screen:
- Select 'Industry Certificates' as the report to be printed from the Report drop-down box.

- Click Next.
- The Report Options screen for the selected report will be displayed.

The reports in TEDS have been designed to allow schools maximum flexibility in printing reports. The arrows beside the field names indicate a drop-down box containing set values from which the user may choose. The person requesting the report may select any value in the drop-down boxes in any combination. This provides the capability of printing reports containing information required for a specific need.

Selection criteria fields are in the top left area of the report and have drop-down boxes used to select which students will be included in the report. You must select something from each of the drop-down boxes. If you want every student in the school for a particular school year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for the school year, choose a value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

A group of check boxes is displayed on the right side of the screen under 'student criteria'. Placing a check in one of these check boxes will create a report that includes only students who have data in that particular field and also meet the selection criteria listed in the drop-down boxes on the left side of the screen. For example: If a check has been placed in the 'disability' check box and 'all' was selected for each of the drop-down boxes, the subsequent report will include only students who have a disability listed in the disability field on the student enrollment screen. If 'preparatory' had been selected from the 'objective' drop-down box instead of all, the report in the example would print only preparatory students who have a value in the disability field.

1Selection Criteria:

Agency

District

Leave blank unless working at district or state level and have access to data from multiple schools.

Agency

Leave blank unless working at district or state level and have access to data from multiple schools.

School Year

Select the school for which the report should be printed.

Consortium

Leave blank unless working at district or state level and have access to data from multiple schools.

School Type

Select the school year for the report from the 'Year' drop-down box.

Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A nonduplicated count report will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the appropriate program name.

Program Level

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary programs in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report. . 'Continuing education', 'apprenticeship', 'regulatory' and 'upgrade' are other program levels available for printing.

Program Definition

The 'program definition' refers to whether the program provides the opportunity or students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by completing a 'preparatory' program. 'Exploratory' programs are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are currently enrolled, choose 'all' from the drop-down box. If you wish to include only students with a particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual

grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Student Status

If you wish to include any student with an enrollment record for the selected school year, choose 'All Students' from the drop-down box. Select 'Active' to include only students who are/have taken courses during the selected school year. Select 'Inactive' to include only students who are not/have not taken any courses during the selected school year.

Check Here For a Detailed Report

To print a list of students who received each industry certificate title, click to place a checkmark in the box. The number of students receiving each industry certificate title will be followed by a list of those students, according to what sorting and subtotals were requested in the 'Sort Order' box. Do not put a checkmark in the box if you want only the number of students receiving the industry certificate title without a list of the student names.

2Student Criteria:

Special Pops

Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

Non-Trad Female

Click to place a checkmark in the box beside Non-Trad Female if the report should contain data only for students who are enrolled in a program non-traditional to females as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

Non-Trad Male

Click to place a checkmark in the box beside Non-Trad Male if the report should contain data only for students who are enrolled in a program non-traditional to males as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

LEP

Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

3Sort Order

This is the area to select the sorting and subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'. A subtotal will be printed for each item included in the sort order.

815To select a sort order for the report:
- From the 'Available Fields' box, click to select the largest group to be included on the report. Example: School
- Click on the arrows pointing toward the 'Selected Fields' box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

816Format
Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. If the report should be printed using another format, select the desired formatting style from the drop-down box.

Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, view onscreen and printed.

4Printing the Report:
- Click the 'Build Report' button to compile the report.
- The report will be compiled and displayed on screen.

- Click the printer icon to send the report to the local printer if a hard copy of the report is needed.
- Click the 'Cancel' button to exit without printing the report.

Program Assessment Credentials Earned

The Program Assessment Credentials Earned Report will summarize the number of students who earned credentials in programs at the school, depending on the sorting and subtotals selected in the 'Sort Order' box. A list of individual students receiving each O*Net title, certificate of achievement or career major certificate may be printed by selecting the 'details' box.

- Select 'Reports' from the Main Menu.
- Select 'Reports from the navigation tree.' from the drop-down box.
- From the 'Select Report' screen:
- Select Program Assessment Credentials Earned as the report to be printed from the Report drop-down box.

- Click Next.
- The Report Options screen for the selected report will be displayed.

The reports in TEDS have been designed to allow schools maximum flexibility in printing reports. The arrows beside the field names indicate a drop-down box containing set values from which the user may choose. The person requesting the report may select any value in the drop-down boxes in any combination. This provides the capability of printing reports containing information required for a specific need.

Selection criteria fields are in the top left area of the report and have drop-down boxes used to select which students will be included in the report. You must select something from each of the drop-down boxes. If you want every student in the school for a particular school year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for the school year, choose a value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

A group of check boxes is displayed on the right side of the screen under 'student criteria'. Placing a check in one of these check boxes will create a report that includes only students who have data in that particular field and also meet the selection criteria listed in the drop-down boxes on the left side of the screen. For example: If a check has been placed in the 'disability' check box and 'all' was selected for each of the drop-down boxes, the subsequent report will include only students who have a disability listed in the disability field on the student enrollment screen. If 'preparatory' had been selected from the 'objective' drop-down box instead of all, the report in the example would print only preparatory students who have a value in the disability field.

1Selection Criteria:

District

Leave blank unless working at district or state level and have access to data from multiple schools.

Agency

Leave blank unless working at district or state level and have access to data from multiple schools.

School Type

Leave blank unless working at district or state level and have access to data from multiple schools.

Consortium

Leave blank unless working at district or state level and have access to data from multiple schools.

School Year

Select the school year for the report from the 'Year' drop-down box.

Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A nonduplicated count report will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the appropriate program name.

Program Level

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary programs in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report. . 'Continuing education', 'apprenticeship', 'regulatory' and 'upgrade' are other program levels available for printing.

Program Definition

The 'program definition' refers to whether the program provides the opportunity or students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by completing a 'preparatory' program. 'Exploratory' programs are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are currently enrolled, choose 'all' from the drop-down box. If you wish to include only students with a particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual

grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Student Status

If you wish to include any student with an enrollment record for the selected school year, choose 'All Students' from the drop-down box. Select 'Active' to include only students who are/have taken courses during the selected school year. Select 'Inactive' to include only students who are not/have not taken any courses during the selected school year.

Check Here For a Detailed Report

To print a list of students who received each O*Net title, certificate of achievement or career major certificate, click to place a checkmark in the box. The number of students receiving each O*Net title, certificate of achievement or career major certificate will be followed by a list of those students, according to what sorting and subtotals were requested in the 'Sort Order' box. Do not put a checkmark in the box if you want only the number of students receiving the O*Net title, certificate of achievement or career major certificate without a list of the student names.

2Student Criteria:

Special Pops

Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

Non-Trad Female

Click to place a checkmark in the box beside Non-Trad Female if the report should contain data only for students who are enrolled in a program non-traditional to females as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

Non-Trad Male

Click to place a checkmark in the box beside Non-Trad Male if the report should contain data only for students who are enrolled in a program non-traditional to males as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

LEP

Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

3Sort Order

This is the area to select the sorting and subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'. A subtotal will be printed for each item included in the sort order.

815To select a sort order for the report:
- From the 'Available Fields' box, click to select the largest group to be included on the report. Example: School
- Click on the arrows pointing toward the 'Selected Fields' box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

816Format
Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. If the report should be printed using another format, select the desired formatting style from the drop-down box.

Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, view onscreen and printed.

4Printing the Report:
- Click the 'Build Report' button to compile the report.
- The report will be compiled and displayed on screen.

- Click the printer icon to send the report to the local printer if a hard copy of the report is needed.

- Click the 'Cancel' button to exit without printing the report.

Program Completion Report

The Program Completion Report will provide a breakdown of the total number of students whose termination status was completer, leaver or transfer. Since there are multiple status codes that qualify as a completer, the report will group the number of students with the different types of completer status and report the total completers. The same grouping will be reported for leaver and transfer status codes.

- Select 'Reports' from the navigation tree.
- From the 'Select Report' screen select Program Completion as the report to be printed.
- Click Next.
- The Report Options screen will be displayed.

The reports in TEDS have been designed to allow schools maximum flexibility in printing reports. The arrows beside the field names indicate a drop-down box containing set values from which the user may choose.   The person requesting the report may select any value in the drop-down boxes in any combination. This provides the capability of printing reports containing information required for a specific need.

The top area of the report containing the fields with drop-down boxes is used to select which students will be included in the report. You must select something from each of the drop-down boxes. If you want every student in the school for a particular school year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for a particular school year, choose the value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

Selection Criteria

District

Leave blank unless working at district or state level and have access to data from multiple schools.

Agency

Leave blank unless working at district or state level and have access to data from multiple schools.

School Type

Leave blank unless working at district or state level and have access to data from multiple schools.

Consortium

Leave blank unless working at district or state level and have access to data from multiple schools.

School

Select a working school from the 'School' drop-down box.

School Year

Select the school year for the report from the 'Year' drop-down box.
Dupe/Non Dupe

A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A non duplicate count report will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

District

Select 'all' to include all school districts in the report. Select the district number to print the report for a particular school district.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Student Status

If you wish to include any student with an enrollment record for the selected school year, choose 'All Students' from the drop-down box. Select 'Active' to include only students who are/have taken courses during the selected school year. Select 'Inactive' to include only students who are not/have not taken any courses during the selected school year.

Sorting and Grouping

The sorting and subtotals for the Completion report are part of the programming. The report may be sorted by either of the following.

Agency

The Agency option is not available to schools.

Program Area

The program area (or career cluster) is a group of related programs, such as Manufacturing or Health Science.

Program

The report may be sorted by program name.

Report Format

If the report should be printed using another format, select the desired formatting style from the drop-down box.

NOTE: Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, viewed onscreen and printed.

Printing the Report:
- Click the 'Build Report' button to compile the report. The report will be compiled and displayed on screen. You may view the report, scroll through multiple pages etc.
- Click the printer icon to send the report to the local printer if a hard copy of the reported is needed.

Click the 'Cancel' button to exit without printing the report.

Aggregate Summary Report

The Aggregate Summary Report will include only the data entered from the Aggregate screen. Student enrollments entered individually on the Student Enrollment screen will not be included in this report. The Selection Criteria and Student Criteria choices are the same as for the regular Enrollment Report.

- Select 'Reports' from the Main Menu.
- Select 'Reports from the navigation tree.' from the drop-down box.
- From the 'Select Report' screen:
- Select Aggregate Summary as the report to be printed from the Report drop-down box.
- Select the school year for the report from the 'Year' drop-down box.
- Click Next.
- The Report Options screen for the selected report will be displayed.

The reports in TEDS have been designed to allow schools maximum flexibility in printing reports. The arrows beside the field names indicate a drop-down box containing set values from which the user may choose. The person requesting the report may select any value in the drop-down boxes in any combination. This provides the capability of printing reports containing information required for a specific need.

Selection criteria fields are in the top left area of the report and have drop-down boxes used to select which students will be included in the report. You must select something from each of the drop-down boxes. If you want every student in the school for a particular school year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for the school year, choose a value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

A group of check boxes is displayed on the right side of the screen under 'student criteria'. Placing a check in one of these check boxes will create a report that includes only students who have data in that particular field and also meet the selection criteria listed in the drop-down boxes on the left side of the screen. For example: If a check has been placed in the 'disability' check box and 'all' was selected for each of the drop-down boxes, the subsequent report will include only students who have a disability listed in the disability field on the student enrollment screen. If 'preparatory' had been selected from the 'objective' drop-down box instead of all, the report in the example would print only preparatory students who have a value in the disability field.

1Selection Criteria:

District

Leave blank unless working at district or state level and have access to data from multiple schools.

Agency

Leave blank unless working at district or state level and have access to data from multiple schools.

School Type

Leave blank unless working at district or state level and have access to data from multiple schools.

Consortium

Leave blank unless working at district or state level and have access to data from multiple schools.

Dupe/Non Dupe
A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A nonduplicated count report will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal

Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the appropriate program name.

Program Level

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary programs in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report. 'Continuing education', 'apprenticeship', 'regulatory' and 'upgrade' are other program levels available for printing.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are currently enrolled, choose 'all' from the drop-down box. If you wish to include only students with a particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Student Status

If you wish to include any student with an enrollment record for the selected school year, choose 'All Students' from the drop-down box. Select 'Active' to include only students who are/have taken courses during the selected school year. Select 'Inactive' to include only students who are not/have not taken any courses during the selected school year.

2Student Criteria:

Special Pops

Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

Non-Trad Female

Click to place a checkmark in the box beside Non-Trad Female if the report should contain data only for students who are enrolled in a program non-traditional to females as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

Non-Trad Male

Click to place a checkmark in the box beside Non-Trad Male if the report should contain data only for students who are enrolled in a program non-traditional to males as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

LEP

Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

Include Aggregate Data

This option is redundant since the report will only include aggregate data.

NOTE: Aggregate data cannot be unduplicated. Do not try to select 'non-duplicated' from the Dupe/Non-Dupe drop-down box and also 'Include Aggregate Data'. The two fields are incompatible and the report will not run if both are selected.

3Sort Order

This is the area to select the sorting and subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'. A subtotal will be printed for each item included in the sort order.

815To select a sort order for the report:
- Left From the 'Available Fields' box, click to select the largest group to be included on the report. Example: School
- Click on the arrows pointing toward the 'Selected Fields' box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

The 'Selected Fields' box in the example would show: School
                                                  Program Area
                                                  Program Section
The report would print like this:
        School Name: Your School
        Program Area: Business and Administration
        Program Section: Accounting/Data Processing
                                  List of students with data
                              Administrative Support Services
                                  List of students with data
                              Entrepreneurship
                                  List of students with data
        Program Area: Construction
        Program Section (follows same breakdown as above)

4Format

Most TEDS reports can be formatted as standard TEDS reports, Excel worksheets or Word or PDF documents. The Format field defaults to the standard TEDS format for the report. If the report should be printed using another format, select the desired formatting style from the drop-down box.

Once you have selected something in each drop-down box at the top of the screen, selected the format and the sort order for the report, the report may be compiled, view onscreen and printed.

5Printing the Report:

- Click the 'Build Report' button to compile the report.
- The report will be compiled and displayed on screen.
- Click the printer icon to send the report to the local printer if a hard copy of the report is needed.
- Click the 'Cancel' button to exit without printing the report.

Duplicate Federal ID Report

The federal reporting indicator designates the one program in which a student will be included when non-duplicated count reports are generated. The criteria used to identify which program should have the federal reporting indicator marked if a student has multiple enrollments during a school year is in Chapter 5, Student.

The indicator must be marked once (and only once) for each student, regardless of the number of programs the student is enrolled in during a school year. The Duplicate Federal ID Report is provided so schools may easily identify those students who do not have the federal reporting indicator marked or who have it marked for more than one program for the same student.

1To Generate the Duplicate Federal ID Report:

- If your userid has access to more than one school, be sure that you are signed on to the correct working school.
- Select Reports from the menu bar on the main TEDS screen.
- Click on Reports from the navigation tree.
- Select 'Duplicate Fed ID' from the Report drop-down box.
- Leave 'Agency' and 'Institution' as 'ALL'.
- Select the appropriate 'Effective Year'.
- Click 'Next'.
- The report will be displayed on screen.
- Click the printer icon to send the report to the local printer.

The report may be printed as often as desired. After changes have been made to the student's 'federal reporting' indicator, reprinting the report will list any student's whose 'federal reporting' indicator should be updated.

The report when there aren't any students who do not have the federal reporting indicator marked at all or have the indicator marked for more than one program. The report will be blank, printing only headings, once all necessary changes to the 'federal reporting' indicator has been made for that particular school year.

The report should be printed each school year after each enrollment period to ensure that each year's data is correct.

Employer Survey Report

The Employer Survey Report summarizes the results of the employer satisfaction Follow Up survey for a particular school year.

1To Generate the Employer Survey Report:

- Click on 'Reports' on the menu bar at the top of the screen.
- Click on 'Reports from the navigation tree.' from the drop-down menu.
- Click on 'Employer Survey' in the 'Report' drop-down box.
- Select 'Preparatory' from the drop-down box as the 'Student Objective'.
- Select the 'Education Level' of the students to be included on the report.

815Student Criteria:
District

Leave blank unless working at district or state level and have access to data from multiple schools.

Agency

Leave blank unless working at district or state level and have access to data from multiple schools.

School Type

Leave blank unless working at district or state level and have access to data from multiple schools.

Consortium

Leave blank unless working at district or state level and have access to data from multiple schools.

Special Pops
Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent
Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman
Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker
Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage
Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability
Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

Non-Trad Female
Click to place a checkmark in the box beside Non-Trad Female if the report should contain data only for students who are enrolled in a program non-traditional to females as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

Non-Trad Male
Click to place a checkmark in the box beside Non-Trad Male if the report should contain data only for students who are enrolled in a program non-traditional to males as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

LEP
Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep
Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant
Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

504 Plan
Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP
Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

2Sort Order

This is the area to select the sorting and subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'. A subtotal will be printed for each item included in the sort order.

815To select a sort order for the report:
- Left From the 'Available Fields' box, click to select the largest group to be included on the report. Example: School
- Click on the arrows pointing toward the 'Selected Fields' box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

The 'Selected Fields' box in the example would show: School
                                                    Program Area
                                                    Program Section
The report would print like this:
        School Name: Your School
        Program Area: Business and Administration
        Program Section: Accounting/Data Processing
                                    List of students with data
                            Administrative Support Services

List of students with data

Entrepreneurship

List of students with data

Program Area: Construction

Program Section (follows same breakdown as above)

- Select the desired format from the 'Report Format' drop-down box if you wish to print the report in a different format.

3Printing the Report:

- Click the 'Build Report' button to compile the report. The report will be compiled and displayed on screen. You may view the report, scroll through multiple pages etc.
- Click the printer icon to send the report to the local printer if a hard copy of the reported is needed.
- Click the 'Cancel' button to exit without printing the report.

Retention Follow Up Report

This report provides a breakdown of the number of students who responded to the Retention Follow Up by the type of employment status.

- Select 'Reports' from the Main Menu.
- Select 'Reports from the navigation tree.' from the drop-down box.
- From the 'Select Report' screen:
- Select Retention Follow Up Report as the report to be printed from the Report drop-down box.
- Select the school year for the report from the 'Year' drop-down box.

- Click Next.

- The Report Options screen for the selected report will be displayed.

The reports in TEDS have been designed to allow schools maximum flexibility in printing reports. The arrows beside the field names indicate a drop-down box containing set values from which the user may choose. The person requesting the report may select any value in the drop-down boxes in any combination. This provides the capability of printing reports containing information required for a specific need.

Selection criteria fields are in the top left area of the report and have drop-down boxes used to select which students will be included in the report. You must select something from each of the drop-down boxes. If you want every student in the school for a particular school year, select 'all' from each of the drop-down boxes. If you want a particular sub-group of students for the school year, choose a value from each box that will include only those students. You may use a combination of 'all' and other values to narrow down the selected group of students.

A group of check boxes is displayed on the right side of the screen under 'student criteria'. Placing a check in one of these check boxes will create a report that includes only students who have data in that particular field and also meet the selection criteria listed in the drop-down boxes on the left side of the screen. For example: If a check has been placed in the 'disability' check box and 'all' was selected for each of the drop-down boxes, the subsequent report will include only students who have a disability listed in the disability field on the student enrollment screen. If 'preparatory' had been selected from the 'objective' drop-down box instead of all, the report in the example would print only preparatory students who have a value in the disability field.

1Selection Criteria:

District

Leave blank unless working at district or state level and have access to data from multiple schools.

Agency

Leave blank unless working at district or state level and have access to data from multiple schools.

School Type

Leave blank unless working at district or state level and have access to data from multiple schools.

Consortium

Leave blank unless working at district or state level and have access to data from multiple schools.

Dupe/Non Dupe
A duplicate (dupe) count report includes a student under each program in which he/she enrolled during the selected school year, even if the student enrolled in multiple programs. A nonduplicated count report will include each student only once, even if the student was enrolled in more than one program during the school year. The multiple enrollment student will be included in the data for the program in which 'Federal

Reporting' has been checked. The 'Federal Reporting' indicator is on the enrollment screen. Only one program at a time may have a check in the 'Federal Reporting' indicator and may be changed as needed.

Select 'Dupe' in this field if student data should be included under each program in which the student is enrolled during the selected school year. Select 'Non Dupe' if you want each student to be included in the report only once.

NOTE: Enrollment reports generated in TEDS are based on program enrollment. A student is counted once per program enrollment if the report is produced as 'duplicated' count. A student is counted only once in the program in which the Federal Report indicator is checked if the report is produced as 'non-duplicated' count.

Program (Name)

If you want to include the data for every program taught at your school, select 'all'. If you want to produce a report for only one program at your school, scroll down and select the appropriate program name.

Program Level

The program level refers to the education level of the program. Most schools provide only one level of programs, either secondary or post-secondary and would select 'all' for this field. Some schools teach both secondary and post-secondary programs. These schools would select 'all' to include both secondary and post-secondary programs in the report. Select either 'secondary' to include only secondary programs or 'post-secondary' to include only post-secondary programs in the report.

Program Definition

The 'program definition' refers to whether the program provides the opportunity for students to earn a credential if they finish the program. Students may earn a credential (program certificate, program diploma, associate degree) by enrolling in and completing a 'preparatory' program. 'Exploratory' activities are usually short-term, community education, upgrade or provide a sampling of several programs and do not provide the opportunity for completing a program and a credential. Select 'all' to include both preparatory and exploratory programs at your school. Select either preparatory or exploratory to include only those program sections.

Section

A section is an individual group or list of students in a program or activity. Many schools enter the data for their students into one section per program. Some schools need to separate groups of students and use multiple sections. Select 'all' to include the students in every program section or choose an individual section number.

Student Objective

Students are enrolled in preparatory programs as either 'preparatory' or 'exploring'. If you wish to include both preparatory and exploring students in the report, select 'all'. If you wish to include only preparatory or exploring students in the report, select that value from the drop-down box.

Termination Status

If you wish to include students who have exited programs during the selected school year as well as students who are currently enrolled, choose 'all' from the drop-down box. If you wish to include only students with a particular termination status, select that status from the drop-down box.

Education Level

Select 'all' to include all secondary grade levels and any post-secondary students enrolled at your school in the report. Select 'post-secondary' to include only post-secondary students. Choose the individual grade level for secondary students (12th grade for only seniors etc.) or high school for grades 9-12 inclusive. Secondary includes grades 7-12.

Student Status

If you wish to include any student with an enrollment record for the selected school year, choose 'All Students' from the drop-down box. Select 'Active' to include only students who are/have taken courses during the selected school year. Select 'Inactive' to include only students who are not/have not taken any courses during the selected school year.

2Student Criteria:

Special Pops

Click to place a checkmark in the box beside Special Pops if the report should contain data only for students who have any value in the Special Populations field on the Enrollment screen. This group would include all students who have 'single parent', 'single pregnant woman' or 'displaced homemaker' in the Special Populations field.

Single Parent

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single parent' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single parent' in the Special Populations field.

Single Pregnant Woman

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'single pregnant woman' in the Special Populations field on the Enrollment screen. This group would include only students who have 'single pregnant woman' in the Special Populations field.

Displaced Homemaker

Click to place a checkmark in the box beside Single Parent if the report should contain data only for students who have 'displaced homemaker' in the Special Populations field on the Enrollment screen. This group would include only students who have 'displaced homemaker' in the Special Populations field.

Disadvantage

Click to place a checkmark in the box beside Disadvantage if the report should contain data only for students who have a value of 'economic' in the 'disadvantage' field on the Enrollment screen.

Disability

Click to place a checkmark in the box beside Disability if the report should contain data only for students who have a value in the 'disability' field on the Enrollment screen.

Non-Trad Female

Click to place a checkmark in the box beside Non-Trad Female if the report should contain data only for students who are enrolled in a program non-traditional to females as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

Non-Trad Male

Click to place a checkmark in the box beside Non-Trad Male if the report should contain data only for students who are enrolled in a program non-traditional to males as identified by the U. S. Department of Labor. TEDS has been programmed to select the non-traditional programs automatically.

LEP

Click to place a checkmark in the box beside LEP (limited English proficiency) if the report should contain data only for students who have a value in the 'LEP' field on the Enrollment screen.

Tech Prep

Click to place a checkmark in the box beside Tech Prep if the report should contain data only for students who have a check in the Tech Prep indicator on the Enrollment screen.

Pell Grant

Click to place a checkmark in the box beside Pell Grant if the report should contain data only for students who have a check in the Pell Grant box on the Sponsor By tab of the Enrollment screen.

504 Plan

Click to place a checkmark in the box beside '504 Plan' if the report should contain data only for students who have a value in the '504 plan' field on the Enrollment screen.

IEP

Click to place a checkmark in the box beside IEP if the report should contain data only for students who have a value in the 'IEP' field on the Enrollment screen.

Include Aggregate Data

Click to place a checkmark in the box beside Aggregate Data if data entered as totals on the Aggregate screen should be included with the regular enrollment data.

NOTE: Aggregate data cannot be unduplicated. Do not try to select 'non-duplicated' from the Dupe/Non-Dupe drop-down box and also 'Include Aggregate Data'. The two fields are incompatible and the report will not run if both are selected.

3Sort Order

This is the area to select the sorting and subtotals for the report. The fields will be sorted in the order shown top-to-bottom in the blank box to the right. The largest group should be at the top of the list, the smallest group at the bottom. For example, to sort the students from your school by program section, select 'Institution', then 'Program Section'. A subtotal will be printed for each item included in the sort order.

To select a sort order for the report:

- From the 'Available Fields' box, click to select the largest group to be included on the report. Example: School
- Click on the arrows pointing toward the 'Selected Fields' box.
- Select the next smallest group. Example: Program Area
- Click on the arrows pointing toward the blank box.
- Select the next smallest group. Example: Program Section
- Continue until each group to be sorted has been selected.

The 'Selected Fields' box in the example would show: School
                                                                                Program Area
                                                                                Program Section
The report would print like this:
          School Name: Your School
          Program Area: Business and Administration
          Program Section: Accounting/Data Processing
                                            List of students with data
                                    Administrative Support Services
                                            List of students with data
                                    Entrepreneurship
                                            List of students with data
          Program Area: Construction
          Program Section (follows same breakdown as above)

Printing the Report:

- Click the 'Build Report' button to compile the report.

- The report will be compiled and displayed on screen.

- Click the printer icon to send the report to the local printer if a hard copy of the report is needed.
- Click the 'Cancel' button to exit without printing the report.

Chapter 9 / IMPORT PROCESS

Before doing the import process in TEDS, make sure that each program/CIP code taught at your school is listed under 'Program Sections' in the navigation tree on the left side of the TEDS screen. Notify your TEDS Administrator if a program/CIP code needs to be added or removed for your school.

The Program Section screen must also be completed for each program and the section number must be '1'. The program section information will be copied forward each year for continuing programs as part of the rollover procedure. See the 'TEDS User Manual' for instructions on adding/editing program sections.

Secondary Schools Note: Infinite Campus will put all students in section 1 of each CIP Code. If your school uses multiple sections for a program, the data for all students will be imported into section 1 of the CIP code. Students may be moved to other sections using the copy/delete function on the Class List screen. See the 'TEDS User Manual' for instructions on the copy/delete functions.

Once the two export files from Infinite Campus (demographic and enrollment) are created, the TEDS import process may be completed. Login to TEDS at **http://teds.ky.gov** and import the two files.

Abbreviated steps for importing:

1. Use 'Select School' to identify your **"School"** and **"School Year"** from the left navigation bar under School Administration.

2. Select **"Import"** from the left navigation bar.

3. Click **"Browse"** and double click on the **demographic file** (wherever it is located/stored on your computer). This will display the file in the "Demographic data file" field.

4. Click **"Browse"** and double click on the **enrollment file** (wherever it is located on your computer). This will display the file in the "Enrollment data file" field.

5. Click **"Test Data".** This takes a few minutes. Once the testing of both files is completed, a message at the top, in green, will display stating if the testing was successful or not. Please note the numbers at the top of the screen for your convenience:
   a) New Enrollments: 0 or whatever
   b) Updated Enrollments: 3 or whatever
   c) Errors: 14 or whatever

6. If the testing was not successful, a red message stating the number of errors will appear at the top, click **"View Import Results"** to display the errors. **SAVE/PRINT** the error report. The error report lists **only** the records that had errors during the test run. Try to correct the errors before uploading the data.

   See printscreen below.
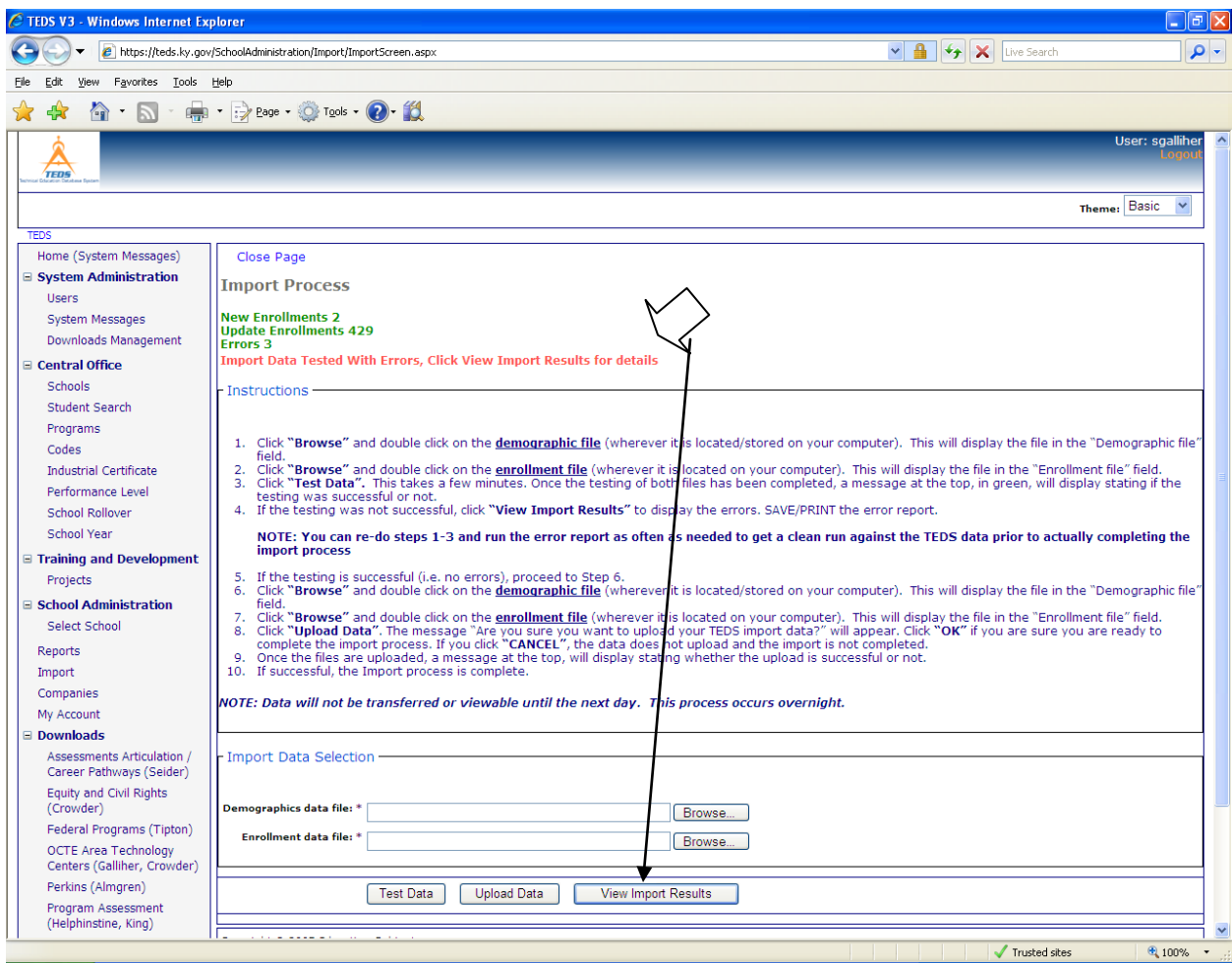
7. If the testing is successful, a message at the top will appear, proceed to Step 8.

NOTE: You can re-do steps 3-6 and run the error report as often as needed to get a clean run against the TEDS data prior to actually completing the import process. If you want to proceed with uploading with the errors, you can proceed to Step 8. But those records that have the errors will not import into TEDS until they are corrected.

8. Click **"Browse"** and double click on the **demographic file** (wherever it is located/stored on your computer). This will display the file in the "Demographic data file" field.

9. Click **"Browse"** and double click on the **enrollment file** (wherever it is located on your computer). This will display the file in the "Enrollment data file" field.

10. Click "**Upload Data**". The message "Are you sure you want to upload your TEDS import data?" will appear. Click "OK" if you are sure you are ready to complete the import process. If you click "CANCEL", the data does not upload and the import is not completed.

11. Once both files are successfully uploaded, a message at the top, will display stating the upload is successful.
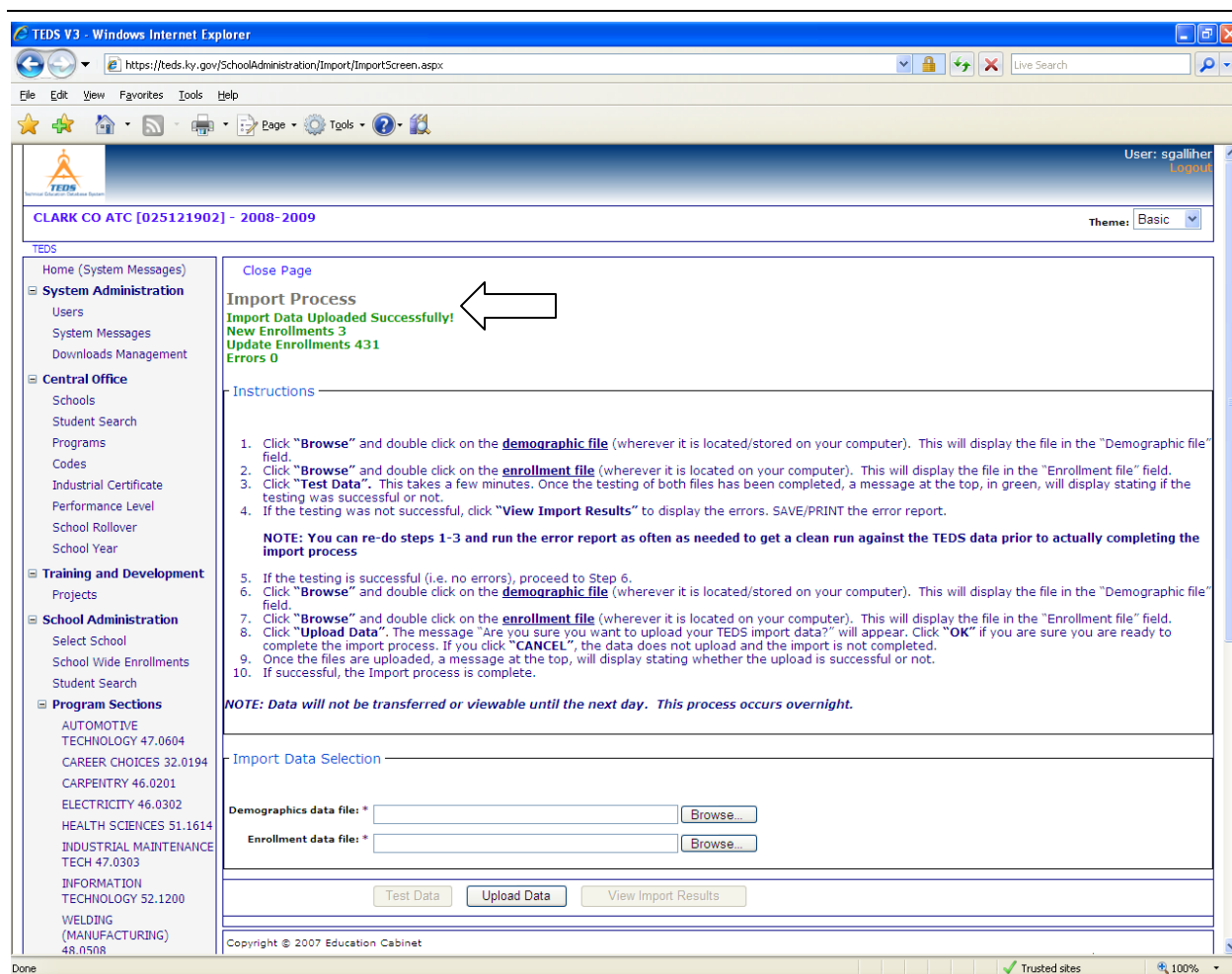
12. Submission of the import files is complete.
13. Data will not be transferred or viewable until the next day. This process occurs overnight.

COMMON ERROR MESSAGES

'School does not exist in TEDS' – The school code in your export files does not match your school code in TEDS.

Secondary Schools NOTE: This is usually caused by leaving the ATC_CTC field blank on the TEDS tab. Correction: Your ATC name must be entered into the ATC_CTC drop-down box on each student's TEDS tab in Infinite Campus. Once this is done, run the process to create your demographic and enrollment files again. You may then put your new files through the test step of the TEDS import.

'CIP code or section 1 does not exist' – This could be either 1) the CIP code or 2) the section number.

1) The program in the 'CIP Code' field on the TEDS tab may not be assigned to your school. Correction: The name of the student with this error is included in the error message. Check the student's CIP Code on the TEDS tab in Infinite Campus. If the CIP Code is incorrect, change it to the correct one. If the CIP Code is for a new program at your school, contact OCTE Central Office to have it added to TEDS.

2) The section number in the enrollment file does not match a section number for that CIP code in TEDS. Correction: Check the Program Section screen in TEDS to be sure that at least one section of the program **has a section number of '1'. Contact OCTE Central Office if you do not have a section with '1' as the section number.**

Chapter 10 / COMPANY

The company maintenance screen is reached by selecting 'Companies' from the navigation tree on the left side of the screen. The company search screen is initially blank. There are hundreds of company records in the system and trying to display them all in a list when the screen is selected would slow down the system response time.

Searching for Companies

The 'Name' search criteria works as a filter to cause a selected number of records to be displayed. You can find a company by searching by all or part of its name. This search field uses a 'starts with' method of search. That means that if you type only a 'W' into the name field, the system will display all companies that **begin** with the letter 'W'. You may narrow down the search by supplying as much of the company name as you know. For example, you may type the letter 'W' then press the 'Search' button. You will see all of the Waffle Houses, Wal Marts, Wendys, and Winn Dixies in the system. If you just want to see the Wal Marts then type in 'Wal', then press the 'Search' button. If you supply too much data, you might miss your company. For example, Wal Mart is in the system as 'Wal Mart', 'WalMart', and 'Wal-Mart'. If you type in one of these versions then you will miss the other two. If you type in just 'Wal', then all of the varieties will be displayed.

Editing Company Data

Once you have found the company that you are looking for, you may edit its data by highlighting the company name on the list and clicking 'Edit'. The maintenance screen contains information about the company such as size, address, contact name and address, and the company's relationship to the school. The **company name, address and relationship** are required fields. That means that you cannot add a new company, nor edit an existing company without supplying that information.

1Adding a New Company

If the company that you are looking for is not on the TEDS database, then you may add it to the system by clicking the 'Add Company' link at the top of the search screen.

Company Details:
Name – Name of company (required)
Professional (Y/N) – Entered for T & D company relationships only.
Size – Based on number of employees (1-100; 101 to 499; 500+) Entered for T & D company relationships only.
Relationship – Type of business relationship between the school and company. This field is used to edit which companies are displayed on certain screens. Example: Only companies listed with a 'graduate employer' relationship to schools will be displayed in the company data for student Follow Up.
Advisor/Craft Committee – Company representative serves as a technical advisor to a program at the school
Co-op Employer – Company hires the school's co-op students
Contributor/Donor – Company provides equipment, money etc. to programs at the school
Graduate Employer – Company hires graduates of the school's programs
School Partner –
T & D – Company uses customized training and development programs taught by the school

Company Address:

Address, Line 1 and 2 – Street address of the company
City – City where the company is located

State – State where the company is located.
Zip – Zip code for the location of the company
Phone – Phone number for the company
Extension – Extension number for the contact person, if needed
Email – Email address for the company
Phone 2 – Second phone number for the company

When you have finished keying the information about that company, press the 'Save' button to add the record to the database. If you have more than one new company to add, you can click the 'Add Company' link again to get a fresh record for a new company.

2Editing an Existing Company:

Click 'Companies' in the navigation tree on the left side of the screen.
Search for the company name.
Highlight the name of the company in the search results.
Click Edit.
Make the necessary changes.
Click Save.

CHAPTER 11 / MY ACCOUNT

Use the 'My Account' screen to editi/update the user's personal account information. The following data fields may be changed whenever needed.

Editing 'My Account' information

1Edit User Screen

User Name – Official log-in name assigned to the user by the System Administrator. This name must be keyed exactly as provided. The 'User Name' is case sensitive.

First Name – The first name of the user

Last Name – The last name of the user

Middle Initial – the first letter of the user's middle name

Email – Enter the email address of the user.

Note: When the 'Forgot Password' function on the TEDS log-on screen is used, an email request is sent from the sender's computer to TEDS. If the email address on the request message matches the email address in this 'Email' data field, sign-on information will be sent to the email address in the data field. If the two email addresses do not match, an error message is generated and no sign-on information is provided.

Phone – Enter the user's day-time phone number

Phone Extension – Enter an extension number for the phone number above, if appropriate.

2Change Password Link

Passwords in TEDS 3 do not expire after a given number of days. If the user forgets the password or the security of the password is breached, the user may set a new password on this screen.

1015To Set A New Password:
▪ Select 'My Account' from the navigation tree on the left side of the screen.

▪ From the 'Edit User' screen, click on the 'Change Password' link at the top of the screen.

▪ The 'Change User Password' screen will be displayed.

▪ In the 'Enter New Password' box, key in a new password in the 'New Password' field.

▪ Key the new password again in the 'Confirm New Password' field.

▪ Click 'Update'.

Note: Passwords must be at least 8 characters, include at least one number and begin with a capital letter. Special characters are not allowed.

CHAPTER 12 / MY SCHOOL

The 'My School' option allows users to edit the School information for any school that is assigned to their userid.

Editing 'School' information

Be sure that you are working with the correct school.

Select 'My School' from the navigation tree at the left side of the screen.

The 'Edit School' screen will be displayed.

'School Information' Box

Information about the school will be displayed in the 'School Information' box. Data fields included are:

School Name – The name of the school. If the user has more than one school assigned, the name of the working school will be displayed.

School Number – A 9 digit number that identifies the school. The first 3 digits indicate the county, the second 3 digits indicate the school district and the last 3 digits indicate the individual school. The combination of county, district and individual number make the school number unique in TEDS 3.

School Owner – This field indicates the ownership of the school. Options are 'Independent', 'Locally Operated', 'Correctional Institution', 'State-operated', 'Public' and 'Private'.

Agency – The 'Agency' indicates which entity sets the policies and procedures for operating the school. Options are: 'Community and Technical College', 'State Operated Area Technology Center', 'University', 'Other', 'Community College', 'Locally Operated Area Technology Center', 'Correctional Institution', 'High School', 'Middle School', 'Technical College', and 'Private'.

District – The name of the local school district where the school is located.

'Is Inactive' – This field is used to indicate a school that is no longer in operation.

Principal's Name – Enter the name of the Principal, President or whoever would be the chief operating officer for the school.

Note: The 'Principal's Name' is the only field in the 'School Information' box that may be edited by the user.

'School Address' Box:

Address Line 1/Address Line 2 – Enter the street address for the school

City – Enter the city where the school is located

State – The state will be default to Kentucky (KY).

Zip Code – Enter the zip code for the school's address

Phone – Enter the phone number for the school.

Phone Extension – Enter the extension number for the phone listed above if there is one.

Assign Feeders Link

The 'Feeder School, indicating the high school or middle school that is sending the student to an area technology center or community/technical college, is recorded on this screen. Only school names listed on the 'Assigned Feeders' screen will be listed as a choice in the 'Home High School' field on the student

enrollment screen. All changes to the list of 'Home High School' names must be made on the 'Assigned Feeders' screen.

To Edit the List of Assigned Feeder Schools

Click on the 'Assign Feeders' link at the 'Edit School' screen

The 'Assigned Feeders' screen will be displayed. This screen will list the schools that have already been designated as feeder schools. Click on the column name 'Feeder Name' to show the list in alphabetical order. If the list is too long to be displayed on one screen, use the search fields to select the one school name to work with. The number of school names to be displayed on one screen may be changed to display up to 100 names at a time.

1To remove the name of a school from the feeder school list:

- Highlight the line that has the name of the school to be removed from the feeders list.
- Click to put a check mark in the 'Remove' box at the end of the line to remove the name of a feeder school from the list.
- Click 'Remove'.
- The name of the feeder school should no longer be displayed on the list.

2To add the name of a school to the feeder school list:

- Click 'New Assignment' at the top of the 'Assigned Feeders' screen.
- Search for the name of the school to be added to the 'Assigned Feeders' list.
- Highlight the name of the school in the search results.
- Click to put a check mark in the 'Assign' box at the end of the line with the correct school name.
- Click 'Assign'.
- The newly assigned feeder school should now be displayed in the 'Assigned Feeders' list.

CHAPTER 13 / REFERENCE

These documents have been provided as a quick reference for the user.

3APPENDIX A / PERKINS IV SECONDARY PERFORMANCE MEASURES

Indicator & Citation	Measurement Definition	Baseline 7/1/05 6/30/06	7/1/07- 6/30/08	7/1/08- 6/30/09	7/1/090 6/30/10
1S1 Academic Attainment - Reading	**Numerator:** Number of senior concentrators who have met the proficient or advanced level on the Statewide high school **reading/language arts** assessment administered by the State under Section 1111(b)(3) of the ESEA. (CATS test) **Denominator:** Number of senior concentrators who took the ESEA assessments in **reading/language arts** and who have left secondary education in the reporting year.	B: 27.69	L: 29.69 A:	L: 31.69 A:	L: 33.69
1S2 Academic Attainment - Math	**Numerator:** Number of seniors concentrators who have met the proficient or advanced level on the Statewide high school **mathematics** assessment administered by the State under Section 1111(b)(3) of the ESEA. (CATS test) **Denominator:** Number of senior concentrators who took the ESEA assessments in **mathematics** and who have left secondary education in the reporting year.	B: 25.42	L: 27.42 A:	L: 29.42 A:	L: 31.42
2S1 Technical Skill Attainment	**Numerator:** Number of senior concentrators who passed the technical assessment tests and left secondary education in the reporting year. **Denominator:** Number of senior concentrators who took the technical assessment tests and left secondary education in the reporting year.	B: 45.22	L: A:	L: 47.00 A:	: 57.00
3S1 Secondary School Completion	**Numerator**: The number of senior concentrators who received a high school diploma, a general education development credential, or other state recognized equivalent during the reporting year. **Denominator**: Number of senior concentrators who received a high school diploma, a general education development credential, other state recognized equivalent and dropped out of high school in the reporting year.	B: 88.28	L: A:	L: 89.28% A:	L: 91.28
4S1 Graduation Rates	**Numerator:** Number of senior concentrators who graduated in the reporting year. (compare to state graduation rate for 04-05 latest available) **Denominator:** Number of concentrators who have left secondary education in the reporting year.	B: 82.84	L: 83.84 A:	L: 84.84 A:	L: 85.94
5S1 Secondary Placement	Numerator: Number of concentrators who completed the program and graduated from high school and who entered postsecondary education or advanced training, entered the military, or was employed in the reporting year during the <u>second</u> quarter. Denominator: Number of concentrators who completed the program and graduated from high school in the preceding reporting year.	B: 90.12	L: A:	L: 90.62 A:	L: 91.12
6S1 Non-traditional Participation	Numerator: Number of nontraditional participants who enrolled in programs leading to employment in the occupations that employ less than 25 percent of one gender in the reporting year. Denominator: Number participants enrolled in programs leading to employment in occupations that employ less than 25 percent of one gender <u>and the number of participants who left the program in the reporting. year.</u>	B: 30.61	L: A:	L: 32.00 A:	L: 32.50

Indicator & Citation	Measurement Definition	Baseline 7/1/05 6/30/06	7/1/07- 6/30/08	7/1/08- 6/30/09	7/1/090 6/30/10
6S2 Non-traditional Completion	**Numerator**: Number of nontraditional concentrators who completed programs leading to employment in occupations that employ less than 25 percent of one gender. **Denominator**: Number students who completed programs leading to employment in occupations that employ less than 25 percent of one gender <u>and number of students (concentrators) who left the program in the reporting year.</u>	B: 20.87	L: A:	L: 22.00 A:	L: 22.50

4APPENDIX B / PERKINS IV POSTSECONDARY PERFORMANCE MEASURES

Indicator & Citation	Measurement Definition	Baseline 7/1/05 6/30/06	7/1/07-6/30/08	7/1/08-6/30/09	7/1/09-6/30/10
1P1 Technical Skill Attainment	**Numerator**: Number of concentrators who passed the skill assessment tests in the reporting year plus concentrators who completed the program and received or were eligible to receive a credential in the reporting year. **Denominator**: Number of concentrators who took the skill assessment tests in the reporting year plus concentrators who received or were eligible to receive a credential plus concentrators who left postsecondary education in the reporting year.	B: 66.00	L: A:	L: 69.00 A:	L: 70.00
2P1 Credential Certification or Degree	**Numerator**: Number of concentrators who completed the programs and received an industry-recognized credential and concentrators who completed the program and received or was eligible to receive a credential, certificate, or degree in the reporting year. **Denominator**: Number of concentrators who completed the programs and received an industry-recognized credential and received or was eligible to receive a credential, certificate, or degree and who left postsecondary education in the reporting year.	B: 66.00	L: A:	L: 69.00 A:	L: 70.00
3P1 Student Retention or Transfer	**Numerator:** Number of concentrators who are retained in the programs plus the number of concentrators who transfer to baccalaureate degree programs in the reporting year. **Denominator:** Number of concentrators who are retained in the programs plus the number of concentrators who transfer to baccalaureate degree programs plus the number of concentrators who leave the programs in the reporting year.	B: 55.00	L: A:	L: 57.00 A:	L: 58.00
4P1 Student Placement	**Numerator:** Number of concentrators who completed the program and graduated from the institution or was eligible for graduation/degree that entered the military service or apprenticeship programs, was employed or retained in employment, or employed or retained in employment that is high skill, high demand, or high wage occupations or professions in the second quarter. **Denominator**: Number of concentrators who completed the program and graduated or completed the program and was eligible for graduation in the preceding reporting year.	B: 56.12	L: A:	L: 58.00 A:	L: 59.00
	Positive Placements for Postsecondary Students - Employed in field related to training - Employed in field not related to training - Self-employed - Military - Apprenticeship				
5P1 Non-traditional Completion	**Numerator:** Number of nontraditional participants enrolled in program leading to nontraditional employment in an occupation that employs less than 25 percent of one gender in the reporting year. **Denominator**: Number of participants enrolled in programs leading to nontraditional employment in an occupation that employs less than 25 percent of one gender and participants who left postsecondary education in the reporting year.	B: 12.96	L: A:	L: 14.00 A:	L: 14.50

Indicator & Citation	Measurement Definition	Baseline 7/1/05 6/30/06	7/1/07- 6/30/08	7/1/08- 6/30/09	7/1/09- 6/30/10
5P2 Non-traditional Completion	**Numerator**: Number of nontraditional concentrators who completed a program leading to nontraditional employment in occupations employing less than 25 percent of one gender in the reporting year. **Denominator**: Number of concentrators who completed a program leading to nontraditional employment in occupations employing less than 25 percent of one gender and the number of concentrators who left the program in the reporting year.	B: 7.41	L: A:	L: 9.00 A:	L: 9.50

5APPENDIX C / PERKINS IV SECONDARY TECH PREP PERFORMANCE MEASURES

SECONDARY					
Indicator and Citation	**Measurement Definition**	**Measurement Approach**	**Baseline 2006-2007**	**2007-2008**	**2008-2009**
1. Secondary Tech Prep Student Graduates Enrolled in Postsecondary Education	**Numerator**: Number of secondary Tech Prep Concentrators who graduated from high school and enrolled in postsecondary education **Denominator**: Number of secondary Tech Prep concentrators who graduated from high school	State and local records	48.00	NA	49.00
2. Secondary Tech Prep Graduates enrolled in postsecondary education in the same Tech Prep Program as enrolled in high school	**Numerator**: Number of secondary Tech Prep Concentrators who graduated from high school and enrolled in the same Tech Prep program in postsecondary education. **Denominator**: Number of secondary Tech Prep Concentrators who graduated from high school and enrolled in postsecondary education.	State and local records	53.00	NA	53.00
3. Secondary Tech Prep Graduate who completed a state or industry recognized certificate or licensure	**Numerator**: Number of secondary Tech Prep Graduates who completed the secondary portion of program and completed a state or industry recognized certificate or licensure. **Denominator**: Number of secondary Tech Prep students who completed the program and graduated from high school.	State and local records	51.00	NA	52.00
4. Secondary Tech Prep Graduates who successfully completed courses at the secondary level and received postsecondary credit for the courses while in secondary education	**Numerator**: Number of secondary Tech Prep Graduates who completed the secondary portion of program and received postsecondary credit for the courses while in secondary education. **Denominator**: Number of secondary Tech Prep students who completed the secondary portion of the program and graduated from high school.	State and local records	75.00	NA	75.00
5. Secondary Tech Prep students who completed Tech Prep Program, graduated from high school, enrolled in postsecondary education in remedial math, reading, or writing upon entering postsecondary education	**Numerator**: Number of secondary Tech Prep program completers who graduated from high school and enrolled in postsecondary education in remedial math, reading, or writing as a postsecondary student. **Denominator:** Number of secondary Tech Prep students who completed secondary program, graduated from high school and enrolled in postsecondary education.	State and local records	4.00	NA	3.00

6APPENDIX E / PERKINS IV POSTSECONDARY TECH PREP PERFORMANCE MEASURES

Postsecondary					
Indicator and Citation	**Measurement Definition**	**Measurement Approach**	**Baseline 2006-2007**	**2007-2008**	**2008-2009**
1. Postsecondary Tech Prep Students graduates placed in related field not less than 12 months after graduation from Tech Prep program	**Numerator**: Number of postsecondary Tech Prep students who completed program, graduated from postsecondary education and placed in related field not less than 12 months after graduation. **Denominator:** Number of postsecondary Tech Prep students who completed the program and graduated from postsecondary education.	State and local records	20.00	NA	21.00
2. Industry Recognized Certificate or Licensure	**Numerator**: Number of postsecondary Tech Prep students who completed the program, graduated from postsecondary education and received an industry recognized certificate or licensure **Denominator:** Number of Tech Prep students who completed the program graduated from postsecondary education and received an industry recognized certificate or licensure plus the number of Tech Prep students who left school without graduating in the reporting year.	State and local records	32.00	NA	33.00

3. Complete a 2 Year Program or a Certificate in Normal Time	**Numerator**: Number of postsecondary Tech Prep Students who complete a two-year program or a certificate program in the normal time. **Denominator**: Initial number of postsecondary Tech Prep Students enrolled in the program with a specified number of years to complete in the normal time.	State and local records	20.00	NA	21.00
4. Complete Baccalaureate Degree in Normal Time	**Numerator**: Number of postsecondary Tech Prep students who complete a baccalaureate degree in the normal time. **Denominator**: Initial number of postsecondary Tech Prep students who enrolled in postsecondary education with a specified number of years to complete a baccalaureate degree.	State and local records	32.00	NA	33.00

7APPENDIX F / DEFINITIONS FOR SECONDARY STUDENTS

Enrollment status - Enrollment information must be entered for any student who has been enrolled in a technical education course(s*) for at least a month* during the current school year.

Termination status - The reason a student exits the technical education program. *Perkins IV requires states to track the outcome of every student who enrolls in a technical education program until the 'normal amount of time has passed' for the student to graduate.*

There are four qualifying events that require that a termination status be entered for the school year. The student:

- Graduates
- Transfers to another school outside the district,
- Drops out of school completely or
- Is deceased

When a student had one of the four qualifying events and a termination status must be entered, select the appropriate termination status from the following:

- **Program completion** information for secondary students is divided into three categories:
    - Completer and hs grad – Secondary student who earned 4 credits in the same CIP code *and* graduated from high school
    - Graduated w/o completing prg – Secondary student who earned 3 but not 4 credits in the same CIP code *and* graduated from high school
- **Leaver** - Student who exits secondary education having earned 3 but not 4 credits in the same CIP code within the normal amount of time usually needed to graduate. Usually drops out of school entirely.
- **Transfer** - Student who exits a technical program by changing to a school in a different district, changing CIP codes/programs or changes from a technical program to an academic program.

Preparatory program – Sequence of at least four technical courses in a career and technical education program leading to an occupation/profession. Program must receive Perkins funds.

Exploratory program - Any secondary program designed for career exploration or short term skills upgrade only. Exploratory programs do not qualify for Perkins funding.

Exploring student (Participant) – Any student who has enrolled in the beginning sequence of courses (up to two credits) in a career and technical education program that requires at least four credits to complete the program. Not included in Perkins accountability reporting except for 6S1/Nontraditional Participation measure.

Preparatory student (Concentrator) - Any student, age 14–17, who has successfully completed fifty percent of the program's four credits *and* has enrolled in the third/ fourth credit course of a career and technical program that requires at least four credits to complete the program. (Student is marked as 'exploring' until taking the third credit in the technical program then changed to 'preparatory'). Preparatory students are included in Perkins accountability reporting.

8APPENDIX G / DEFINITIONS FOR POSTSECONDARY STUDENTS

Enrollment status - Enrollment information must be entered for any student who has been enrolled in a technical education course(s) long enough to be required to pay tuition. Enter 'exploring' in the student objective field for any postsecondary student who has 12 or fewer credits in the program/CIP code. When the student enrolls in the technical course that would make their total technical credits 13 or more, change 'exploring' to 'preparatory.

Termination status - The reason a student exits the technical education program. *Perkins IV requires states to track the outcome of every student who enrolls in a technical education program until the 'normal amount of time has passed' for the student to graduate.*

There are five qualifying events that require that a termination status be entered for the school year. The student:

- Graduates
- Transfers to another postsecondary school or to an academic program
- Drops out of school completely or
- Is deceased
- *Transfers to a baccalaureate degree program*

When a student had one of the five qualifying events and a termination status must be entered, select the appropriate termination status from the following:

- **Completer –** Student has completed the requirements for a credential (associate degree, program diploma, program certificate)

- **Leaver** - Student who exits postsecondary education *having earned 13 or more credits in the same CIP code* but does not complete the requirements for a credential within the normal amount of time usually needed to complete the technical program. Usually drops out of school entirely.

- **Transfer** - Student who exits a technical program by changing to a different school or to a different program at the same school. Student may also transfer to a baccalaureate program.

Preparatory program - Postsecondary – Sequence of courses at least one year in length that prepares a student for further education or employment in high skill, high way or high demand occupations.

Exploratory program - Any program designed for career exploration or skills upgrade only, not leading to a credential. Exploratory programs do not qualify for Perkins funding.

Exploring student (Participant) – Any postsecondary student who has enrolled in the beginning sequence of courses (up to 12 credits) in a career and technical education program. Exploring students are not included in Perkins accountability reporting except for 5P1/Nontraditional Participation measure.

Preparatory student (Concentrator) – Any student who has successfully completed 12 technical credits **and** has enrolled in the 13/+ technical credit course of a career and technical program. Preparatory students are included in Perkins accountability reporting.

NOTE: Do not include credits that are general education requirements when calculating the number of credits for the student objective. Only credits that are part of the official curriculum for the program may be counted. General education requirements or remedial courses are not included in the calculation of credit hours required to be a preparatory student. Example: A technical writing course would be included in the credit hours counted toward the student objective. A composition 101 course (taken as a general education requirement) would not.

When a student is enrolled in a CTE program that has CTE prerequisites such as Safety or Technical Writing, the credits earned in those courses are included in determining whether the student is exploring CTE or is concentrating in CTE (preparatory). Example: Courses such as Infection Control or Medical Terminology may be taken as a pre-requisite for admission to the Nursing program. After the student has been admitted to the program, these courses would count toward the 13 hours necessary for a preparatory student.

TABLE NAME	DESCRIPTION	CODE
CREDENTIALS EARNED	ASSOCIATE DEGREE	1
	CAREER MAJOR CERTIFICATE	6
	CERTIFICATE OF ACHIEVEMENT	7
	GED	11
	HIGH SCHOOL DIPLOMA	8
	KOSSA CERTIFICATE	5
	PROGRAM CERTIFICATE	3
	PROGRAM DIPLOMA	2

TABLE NAME	DESCRIPTION	CODE
DISABILITY	AUTISM (D)	D
	DEAFBLIND (J)	J
	DEVELOPMENTAL DELAY	M
	EMOTIONAL BEHAVIORAL DISABILITY (G)	G
	FUNCTIONAL MENTAL DISABILITY (B)	B
	HEARING IMPAIRMENT (C)	C
	MILD MENTAL DISABILITY (A)	A
	MULTIPLE DISABILITIES (K)	K
	ORTHOPEDIC IMPAIRMENT OR PHYSICAL (H)	H
	OTHER HEALTH IMPAIRMENT (I)	I
	SPECIFIC LEARNING DISABILITY (L)	L
	SPEECH/LANGUAGE IMPAIRMENT (E)	E
	TRAUMATIC BRAIN INJURY	N
	VISUAL IMPAIRMENT (F)	F

TABLE NAME	DESCRIPTION	CODE
DISADVANTAGED	ECONOMIC	1

TABLE NAME	DESCRIPTION	CODE
EDUCATION LEVEL	10TH GRADE	4
	11th - 12th GRADE	ET
	11TH GRADE	5
	12TH GRADE	6
	7TH GRADE	1
	8TH GRADE	2
	9TH GRADE	3
	CONTINUING	8
	HIGH SCHOOL (9th - 12th)	HS
	MIDDLE SCHOOL (7th - 8th)	MS
	POST-SECONDARY	7
	SECONDARY (7th - 12th)	SEC

TABLE NAME	DESCRIPTION	CODE
FOLLOW-UP	APPRENTICESHIP	11
EMPLOYMENT STATUS	EMP IN FIELD AND PURSUING ADDL ED	9
	EMPLOYED IN A FIELD NOT RELATED TO TRAINING	3
	EMPLOYED IN A FIELD RELATED TO TRAINING	2
	MILITARY	1
	PURSUING ADDL EDUC NOT RELATED TO TRAINING	8
	PURSUING ADDL EDUC RELATED TO TRAINING	5
	SELF-EMPLOYED	10
	STATUS UNKNOWN	7

	UNEMPLOYED, NOT SEEKING EMPLOYMENT-EDUCATION	6
	UNEMPLOYED, SEEKING EMPLOYMENT	4

TABLE NAME	DESCRIPTION	CODE
GENDER	FEMALE	F
	MALE	M

TABLE NAME	DESCRIPTION	CODE
RACE/ETHNICITY	AMERICAN INDIAN/NATIVE ALASKAN	3
	ASIAN/PACIFIC ISLANDER	4
	BLACK, NON-HISPANIC	2
	HISPANIC	5
	OTHER	1
	WHITE, NON-HISPANIC	6

TABLE NAME	DESCRIPTION	CODE
SPECIAL POPULATIONS	CHILD OF MIGRANT WORKER	5
	DISPLACED HOMEMAKER	3
	OTHER BARRIERS TO EDUCATION	4
	SINGLE PARENT	1
	SINGLE PREGNANT WOMAN	2

TABLE NAME	DESCRIPTION	CODE
STUDENT OBJECTIVE	EXPLORING	1
	PREPARATORY	2

TABLE NAME	DESCRIPTION	CODE
TERMINATION STATUS	COMPLETER (For Postsecondary Only)	1
	COMPLETER AND HS GRADUATE	8
	COMPLETER AND NOT HS GRADUATE	9
	DECEASED	15
	EARLY LEAVER W/MARKETABLE SKILLS	16
	EXPLORATORY EXIT	4
	GRADUATED HS W/O COMPLETING PRG	12
	LEAVER/DROPOUT	2
	TRANSFER	3
	TRANSFER TO BACCALAUREATE PROGRAM	20

9APPENDIX I / CHECKLIST FOR POSTSECONDARY TEDS USERS

Getting Started:

❑ Written down **Login** information ? (Store in safe place)

❑ Updated **School** information?

Initial Data Entry:

❑ Identified students correctly as **Preparatory / Exploring**

❑ Identified students with **Disabilities**?

❑ Identified students who are **Disadvantaged**?

❑ Identified students who belong to **Special Populations**?

❑ Marked **Federal Reporting** once for each student?

❑ Correctly entered student **Attend Hours**? (6.0 for full-time/3.0 for part-time students)

❑ Identified **LEP** Students?

❑ Entered **Company** Information for student Follow Up data entry?

❑ Printed **Reports** for your files?

Follow Up:

❑ Entered **Follow Up** information for completers and graduates for appropriate year?

❑ Entered **Employer** information for completers and graduates for appropriate year?

❑ Entered **Retention** information for students with positive placements on student follow-up for appropriate year?

❑ Printed **Reports** for your files?

Year-End:

❑ Identified students who received **Industry Certificates**?

❑ Identified students who received **O*Net certificates**?

❑ Identified students who received other **Credentials**?
(associate degree, program diploma, program certificate)

❑ Selected appropriate **Termination Status** for students who should have completed the program this year?

❑ Printed **Reports** for your files?

10APPENDIX J / CHECKLIST FOR SECONDARY TEDS USERS

Getting Started:

❑ Written down **Login** information? (store in a safe location)

❑ Updated **Institution** Information?

Initial Data Entry:

❑ Entered students in the correct type of program—**Preparatory** or **Exploratory**?

❑ Identified students correctly as **Preparatory** or **Exploring**?

❑ Identified students with **Disabilities**?

❑ Identified students who are economically **Disadvantaged**?

❑ Identified students who belong to **Special Populations**?

❑ Marked **Federal Reporting** once for each student?

❑ Correctly entered student **Attend Hours**?

❑ Identified **LEP** Students?

❑ Entered **Company** Information for work-based learning experiences?

❑ Printed **Reports** for your files?

Six-Month Follow Up:

❑ Entered **Follow Up** information for completers and graduates for appropriate year?

❑ Entered **Employer** information for completers and graduates for appropriate year?

❑ Printed **Reports** for your files?

Year-End:

❑ Identified students who received **Industry Certificates**?

❑ Identified students who received **O*Net Title certificates**?

❑ Identified students who received other **Credentials**?
(HS Diploma and/or KOSSA Certificate)

❑ Selected appropriate **Termination Status** for those not returning to your school next year because the student graduated, dropped out, transferred out of district or is deceased?

❑ Printed **Reports** for your files?

11APPENDIX K / Sample Follow Up Letters

The following three documents are sample cover letters that may be used with the student, employer and retention Follow Up forms.   They are intended to illustrate the type of information that should be included in the cover letters. Schools are not required to use these letters and may develop their own cover letters for inclusion with the Follow Up forms. It is recommended that all letters or forms created at the school be approved by your governing agency or attorney.

1015SAMPLE LETTER / STUDENT FOLLOW UP OF FORMER TECHNICAL EDUCATION STUDENTS

Date

Perkins III requires states to check placement in employment or education by contacting former students who completed a technical program during the previous school year. The enclosed form will provide information concerning placement of former students. Your assistance in this matter would be greatly appreciated.

The purpose of this questionnaire is to gather information about your current work and/or additional education one year after your graduation from a technical education program. This information will be used to evaluate the technical education programs offered by technical education Institutions in Kentucky and to provide aggregate statistical information.

This survey will tell us whether or not each former student is working, whether the employment is in the field for which the student trained, is continuing education or training, in the military a combination of theses criteria.

Please complete the enclosed Student Form and return to the school in the self-addressed and stamped envelope for your convenience.

Please call *phone number* if you have questions about this form. Thank you.

Sincerely,

Your name, title and

School name and address

Date

School Name

School Address

School phone number

Dear *Student Name*:

School Name is required by Federal Law to do an extensive Follow Up of its graduates in technical programs. The primary purpose of this survey is to ensure that the training received by graduates provides the skills necessary for employment or the pursuit of additional education at the postsecondary level. Your response to the enclosed survey will help determine the success of the program in meeting the needs of graduates and also serves to guide the directors of programs to make improvements—also required by Federal Law.

Your responses are confidential and will not be shared with anyone. Only state staff or staff from your former school may see your responses. All reports or other printed material contain only aggregate data so your confidentiality is ensured.

We do thank you in advance for the time that you will spend on this evaluation, and to assist you, we have provided a copy of the survey and a self-addressed stamped envelope for your convenience. Please return the evaluation by *date*.

School name is grateful to you for providing us an opportunity to improve the training provided in our programs. Let me assure you that the ultimate outcome will be to improve the program so that our programs will be even better in the future. Should you have any concerns about this evaluation, please feel free to contact me at *school name*, *phone number*.

*** Please evaluate *<u>student name</u>*.***

Sincerely,

Name

Title

1016 SAMPLE LETTER / EMPLOYER SATISFACTION SURVEY

Date

Perkins funding legislation requires states to contact employers of former technical education students who responded to our Follow Up survey as being employed, pursuing additional education or in the military. The enclosed survey form allows employers to rate the training received by an employee who completed a technical education program in Kentucky.

The purpose of this questionnaire is to ask your opinion of how the training received affects the work quality and quantity of the former student. To preserve the privacy of the former student his/her name is not included on the survey form. The form is identified only by a document number which is then used to enter your responses into a database where the information will be used to evaluate the technical education programs offered by educational Institutions in Kentucky and to provide aggregate statistical information.

Please consider the training of this former student when completing the survey form: _____. Return the completed form to the school in the self-addressed and stamped envelope enclosed for your convenience.

Please call *phone number* if you have questions about this form. Thank you.

Sincerely,

Your name, title and
School name and address

Date

School Name

School Address

School phone number

Supervisor's Name

Company Name

Company Address

Dear Employer name:

School Name is required by Federal Law to do an extensive Follow Up of its graduates in technical programs. The primary purpose of this survey, which is an evaluation of the training received by a graduate, is to determine the overall satisfaction of the program in meeting the needs of employers and also serves to guide the directors of programs to make improvements—also required by Federal Law.

Even though you are requested to complete an evaluation based on a given graduate, the data that you provide is not attached to a name so the confidentiality of you and your employee is ensured.

We do thank you in advance for the time that you will spend on this evaluation and to assist you we have provided a copy of the survey and a self-addressed stamped envelop for your convenience. Please return the evaluation by *date*.

School name is grateful to you for providing our students an opportunity to receive gainful employment. Let me assure you that the ultimate outcome will be to improve the program so that our graduates will be even better in the future. Should you have any concerns about this evaluation, please feel free to contact me at *school name, phone number.*

*** Please evaluate ***student name*.*****

Sincerely,

Name

Title

Date

1017SAMPLE LETTER / RETENTION IN SUCCESSFUL PLACEMENT OF FORMER TECHNICAL EDUCATION STUDENTS

Date

Perkins III requires states to check retention in employment or education by contacting former students who were reported as positive placements. Positive placement includes students who reported being employed in a field related to their training, in the military or continuing their education. The retention Follow Up process is begun six months after the student is initially contacted for Follow Up information. Your assistance in this matter would be greatly appreciated.

The purpose of this questionnaire is to gather information about your current work and/or additional education one year after your graduation from a technical education program and six months after you first reported your work place or continued education. This information will be used to evaluate the technical education programs offered by technical education Institutions in Kentucky and to provide aggregate statically information.

This survey will tell us whether or not each former student is currently working in the same job or a different job, is continuing education or training, currently in the military or joined the military, or a combination of theses criteria.

Please complete the enclosed Retention Form and return to the school in the self-addressed and stamped envelope for your convenience.

Please call *phone number* if you have questions about this form. Thank you.

Sincerely,

Your name, title and

School name and address

School Name

School Address

School phone number

Dear ***Student Name***:

Perkins III requires states to check retention in employment or education by contacting former students who were reported as positive placements. Positive placement includes students who reported being employed in a field related to their training, in the military or continuing their education. The retention Follow Up process is begun six months after the student is initially contacted for Follow Up information.

The purpose of this questionnaire is to gather information about your current work and/or additional education one year after your graduation from a technical education program and six months after you first reported your work place or continued education. This information will be used to evaluate the technical education programs offered by technical education Institutions in Kentucky and to provide statistical information.

This survey will tell us whether or not each former student is currently working in the same job or a different job, is continuing education or training, currently in the military or joined the military, or a combination of theses criteria.

Please complete the enclosed Retention Form and return to the school in the self-addressed and stamped envelope for your convenience.

Please call *phone number* if you have questions about this form. Thank you.

Sincerely,

Your name, title and

School name and address

12APPENDIX L / Userid Request Form

The form and instructions for requesting the assignment of a web-TEDS userid are on the following pages.

KENTUCKY EDUCATION AND WORFORCE DEVELOPMENT CABINET

DEPARTMENT OF WORKFORCE INVESTMENT

OFFICE OF CAREER AND TECHNICAL EDUCATION

Please use the attached form to request the assignment of a userid for working with the web browser-based Technical Education Database System (TEDS). The form should be printed, completed and signed by the person to whom the userid will be assigned. The supervisor of the staff person must also sign and date the request.

Each person who will need access to the data in the TEDS database must be assigned his/her own unique userid. Sharing of userids is not allowed.

Allow at least a week for the userid to be assigned. Be sure to retain a copy of the signed form for school records.

Please provide all requested data. Do not leave any field blank. Missing information could cause a delay in setting up the userid and assigning the correct access. Instructions for completing each field are provided on the following page.

All information provided will be used to assign access to the TEDS database and will not be shared with any other person or agency.

Mail or fax the completed form to:

> Sarah Galliher or Angie Crowder
> 2014 Capital Plaza Tower
> 500 Metro Street
> Frankfort, KY 40601
> Fax: (502) 564-4800

The staff person will be notified by email when the userid has been assigned. A default password will be assigned to the userid and will be included in the email notification. The default password will be entered the first time the staff person signs on to TEDS with the new userid. The staff person will be asked to set his/her own unique password at that time.

Any questions or problems concerning userids may be directed to Sarah Galliher or Angie Crowder by phone at (502) 564-4286 or by email at SarahE.Galliher@ky.gov or Angie.Crowder@ky.gov .Sarah and Angie are listed in the state global address book.

1015INSTRUCTIONS FOR COMPLETING A USERID REQUEST FORM

The information requested in the box under 'Please assign a userid for Technical Education Database System (TEDS) access to:' must be provided for the person to whom the userid will be assigned. Please fill out a separate form for each requested userid.

LAST NAME, FIRST NAME, INITIAL: This should be the person's legal name. Please do not use nicknames. Be sure to provide the middle initial. If the person does have a middle initial, use 'X' as the middle initial.

LOCATION: Please provide the location of the staff person's workstation. A school name/office name and city location will be sufficient information. If more room is needed, please continue the list on another page and attach it to the form.

POSITION: Please provide the name of the staff person's position or their work title.

TYPE OF ACCESS:

Option 1: Enter and/or update TEDS data, print *reports* (not including staff information).

If the staff person will enter or update data, view data on screen and run reports, place a checkmark beside Option 1.

Option 2: Enter and/or update staff information (in addition to TEDS data).

If the staff person will also enter and/or update staff information, place a checkmark beside Option 2.

Option 3: View data on screen or print reports only.

If the staff person will not enter or update data but will only view data on screen or print reports, place a checkmark beside Option 3. Leave options 1 and 2 blank.

Option 4: T & D screens and reports only.

If the staff person will be entering only T & D program data, place a checkmark beside Option 4. Leave Options 1, 2, and 3 blank.

SCHOOL OR DISTRICT: If the staff will be entering data for an individual school or schools, please list the full name of the school(s). It is not necessary to list the district name. If the staff person will be entering data for all the schools in a particular district, list the name of the district and indicate that it is a district name.

NOTE: This is not a list of feeder schools that send students to your Institution. The staff person will have access to the student data for each Institution on his/her individual list. Staff will not be given access to schools from another agency.

SIGNATURE/DATE: The staff person for whom the userid is being requested must sign and date the form.

SUPERVISOR SIGNATURE/DATE: The supervisor for the staff person must sign and date the form.

FORMS WILL NOT BE PROCESSED IF EITHER SIGNATURE IS MISSING.

EDUCATION AND WORKFORCE DEVELOPMENT CABINET

DEPARTMENT FOR WORKFORCE INVESTMENT

OFFICE OF CAREER AND TECHNICAL EDUCATION

REQUEST FOR USERID FOR TEDS ACCESS

Please assign a userid for Technical Education Database System (TEDS) access to:

Last Name: _____ First Name: _____ Initial: _____

Location: _____ Position: _____

Email address: _____ Phone: (____)_____

TYPE OF ACCESS: This person will need the following type of access to the TEDS data.

_____ Option 1: Enter and/or update TEDS data, print reports (not including staff information).

_____ Option 2: View data on screen or print reports only.

_____ Option 3 Enter and/or update T & D data only.

This staff person will need access to data for the following schools or district. Attach an extra sheet if more room is needed. This is not a list of feeder schools.

SCHOOL *(list full name of individual schools)*	**DISTRICT** *(only if entering data for entire district)*

I understand that assignment of a userid may allow access to confidential information and/or records so that I may perform my specific job duties. I further understand and agree that I am not to disclose confidential information and/or records without the prior written consent of the appropriate authority(s) in the Cabinet for Workforce Development, Department for Technical Education.

I understand that all userid/passwords to access computer data are issued on an individual basis and that I am solely responsible for all information obtained using my unique identification. At no time will I allow use of my userid/password by any other person.

I understand that accessing or releasing confidential information and/or records on myself, other individuals or clients, constitutes a violation of this agreement and may result in disciplinary action taken against me up to and including dismissal and/or prosecution as provided by state or federal law. Complete information concerning unlawful access to a computer, confidential treatment of reports and records and the penalties for misuse of the information can be found in the KRS 434.840 through 434.860, KRS160.700 through 160.730 and 20 USC §1232g and 5 USC §552a.

By requesting assignment of a userid to access the TEDS database I agree to abide by the relevant laws, regulations and policies concerning access, use, maintenance and disclosure of confidential information and/or records which shall be made available to me through assignment of said userid. I further agree that it is my responsibility to assure the confidentiality of all information that has been issued to me in confidence.

_____   _____
Signature / Date   Supervisor Signature / Date

13APPENDIX M / PERKINS IV DATA FIELDS REQUIRED FOR ACCOUNTABILITY REPORTING

* Designates fields that are required information if the student meets the requirements in the definition for Perkins IV accountability data reporting

FUNCTION	NAVIGATION	REQUIRED FIELDS	
School Information	My School	County	
		District	
Program Section	Work With Enrollments/ Program Name/Edit	Section Name	
		(Section) Level	
Student Demographic	School Wide Enrollments/ Demographic OR: Program Sections//Program Name/Class List/Demographic	First Name	
		Last Name	
		Gender	
		Race	
		Birthdate	
		Mailing Address	
Student Enrollment	School Wide Enrollments/ Enrollment (currently enrolled students only) OR: Program Sections/Program Name/Class List/Enrollment (currently enrolled or new students)	Attend Hours	
		Education Level	
		Student Objective	
		Home High School (secondary only)	
		Credit Hours	
		Dual Credit Hours	
		Dual Credit School	
		Disability	
		Disadvantaged	
		Special Populations	
		LEP	
		Pell Grant (postsecondary only)	
		WIA (postsecondary only)	
		Federal Indicator	
		Is Inactive	
		Termination Status	
		Passed Technical Assessment	
Credentials	Program Sections/Program Name/Class List/Enrollment/ Credentials	Credential Name	
O*Net	Program Sections/Program Name/Class List/Enrollment/O*Nets	O*Net Name	
		O*Net Date	
Industrial Certificates	Program Sections/Program Name/Class List/Enrollment/ Industrial Certificates	Certificate Name	

KOSSA	Program Sections/Program Name/Class List/Enrollment/ KOSSA Or Data is imported	Test Name MC Score Scenario score Hands On score Pass/Fail	
Work-Based Learning (WBL)	Program Sections/Program Name/Class List/Enrollment/ WBL	Activity Type Company Name Company Address Supervisor Name Hours Worked Salary Earned	
Student Enrollment/ CATS	Data is imported	Test Name Test Result	
Follow-up Information/ Student		Employment Status Company Name Company Address Supervisor Name Salary Amount Salary Time Frame Hours Worked Per Week	
Follow-up Information/ Employer		Enter all responses from form	
Follow-up Information/ Retention		Employment Status Company Name Company Address Supervisor Name Salary Amount Salary Time Frame Hours Worked Per Week	